The Uncatalog

1982-83 Student Guide
to West Georgia College

THE UNCATALOG

1982-83 Student Guide to West Georgia College

A Unit of the University System of Georgia

The contents of this student handbook are current as of the date of publication. Policies, regulations, programs and costs do change, however, and any revisions of such will supersede the contents of this book and will be broadly published to the college community.

This handbook is prepared for the convenience of students and does not constitute an official publication of the Board of Regents of the University System of Georgia. In case of any divergency from or conflict with the Bylaws or Policies of the Board of Regents the official Bylaws and Policies of the Board of Regents shall prevail.

The statements set forth in this handbook are for informational purposes only and should not be construed as the basis of a contract between a student and this institution. While every effort has been made to insure accuracy of the material stated herein, the College reserves the right to change any provision listed in this handbook without actual notice to individual students. Every effort will be made to keep students advised of such changes.

Information regarding academic requirements for graduation will be available in the offices of the Registrar, Dean of Students, and Deans of Schools. It is the responsibility of each student to keep himself or herself apprised of current graduation requirements for a degree program in which he or she is enrolled.

West Georgia College is in compliance with Title VI of the Civil Rights Act of 1964 and all other applicable federal and state regulations. This means that we don't discriminate on the basis of race, color, creed, national origin, religion, sex, age, or handicap, including disabled and Vietnam "Era" veterans.

The McIntosh Memorial, a granite block resembling narrow doorsteps, is the official logo of West Georgia College. The memorial came to the campus from the McIntosh Reserve located south of Carrollton. Chief William McIntosh had a large granite stone hewn into steps for his visitors to mount their horses when visiting his home and guest house.

McIntosh was chief of the Creek Indian nation in the early 1800's and rose to the rank of brigadier general in the American army under his friend General Andrew Jackson. The nearly 200-year old granite rock from which West Georgia College's new logo was designed has been on the campus since 1916 when it was moved from the McIntosh reserve and used as the cornerstone in a girls' dormitory. It now rests in a park located on Front Campus Drive.

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Carrollton, Georgia 30118

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY INSTITUTION

Cartoons by Alan Kuykendall

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Fall Quarter, 1982

September 18	Residence Halls Open
September 19-21	Orientation for New Students
September 21	Registration
September 22	Classes Begin
September 22-24	Add/Drop and Late Registration
October 1	Last Day to Apply for December Graduation
October 5	Last Day to Withdraw from a Course with an Automatic Grade of *W*
October 29	Last Day to Withdraw from a Course with a Grade of *W*, if Passing
November 24-26	Thanksgiving Recess (Offices Closed November 25-26)
December 3	Last Day of Classes
December 6-10	Examinations
December 12	Graduation
December 14 -January 2	Christmas Recess
December 24-31	Offices Closed

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Winter Quarter, 1983

January 2	Residence Halls Open
January 3-4	Orientation for New Students
January 4	Registration
January 5	Classes Begin
January 5-7	Add/Drop and Late Registration
January 14	Last Day to Apply for March Graduation
January 18	Last Day to Withdraw from a course with an Automatic Grade of *W*
February 10	Last Day to Withdraw from a Course with a Grade of *W*, if Passing
March 14	Last Day of Classes
March 15-18	Examinations
March 20	Graduation
March 21-26	Spring Recess

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Spring Quarter, 1983

March 27	Residence Halls Open
March 28-29	Orientation for New Students
March 29	Registration
March 30	Classes Begin
March 30-April 1	Add/Drop and Late Registration
April 8	Last Day to Apply for June Graduation
April 12	Last Day to Withdraw from a Course with an Automatic Grade of *W*
May 4	Last Day to Withdraw from a Course with a Grade of *W*, if Passing
June 6	Last Day of Classes
June 7-10	Examinations
June 12	Graduation

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Summer Quarter, 1983

June 19	Residence Halls Open
June 20-21	Orientation for New Students
June 21	Registration
June 22	Classes Begin
June 22-24	Add/Drop and Late Registration
June 24	Last Day to Apply for August Graduation
July 4	Holiday (Offices Closed)
July 6	Last Day to Withdraw from a Course with an Automatic Grace of *W*, (for Classes Meeting throughout the Quarter)
July 25	Last Day to Withdraw from a Course with a Grade of *W*, if Passing (for Classes Meeting throughout the Quarter)
August 19	Last Day of Classes
August 22-25	Examinations
August 28	Graduation

WGC PEOPLE

Of all the elements that make a college what it is, perhaps it's people who have the most immediate impact. In this section of *The Uncatalog* are pictured some of the people who are influential in making West Georgia what it is today. They are responsible for administering many of the offices and service organizations you'll come into contact with during your stay at West Georgia, and they are here primarily for the purpose of assisting students. Be sure to look them up when and if you need their help.

THE PRESIDENT

TOWNSEND

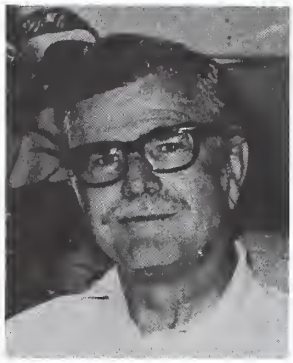
Our leader, the President, is Dr. Maurice Townsend, who came to West Georgian in 1975. He was an undergraduate at Boston University and received his master's degree and Ph.D. from the University of Chicago. His academic major was political science. Office in Sanford Hall.

THE VICE PRESIDENT

Dr. John T. Lewis, as Vice President and Dean of Faculties, is over all the academic schools and departments of the college. His office also handles academic dismissals, appeals, and re-admissions. He earned the bachelor's degree at Millsaps College in Mississippi and later received his master's and doctoral degrees from the University of Mississippi in psychology. He came to WGC in 1977. Office in Sanford Hall.

LEWIS

DANGLE



MILLER

FULBRIGHT

ACADEMIC DEANS

All academic programs at WGC as well as all faculty are organized into three broad classifications or groups referred to as Schools. The School of Arts and Sciences is headed by Dean Richard Dangle, the School of Business by Dr. Mark Miller, and the School of Education by Dr. Evelyn Fulbright. They are instrumental in all matters related to academic life on campus because one or another of these deans supervises each academic department. If there's a matter you can't resolve in your department, see your School Dean for advice. Letters of transient permission, approvals for course overloads, and other types of special permits are issued by the School Deans.

Dean of Arts and Sciences Office in Melson Hall
Dean of Business Office in School of Business Building
Dean of Education Office in Eduation Center

GRADUATE SCHOOL

GRIFFITH

Dr. Ben Griffith, Dean of the Graduate School, and his office staff oversee and coordinate matters relating to admission, record keeping, degree programs, and graduation requirements for all graduate students. Approximately one-quarter of all WGC students are in graduate programs. Graduate students, if you can't resolve problems with your professors and in your academic departments, see Dr. Griffith for advice. Offices in Mandeville Hall.

DEVELOPMENTAL STUDIES

Some students accepted to West Georgia are required to enroll in one or more Developmental Studies courses before entering an academic major. Charles Wilson coordinates these courses and advises Developmental Studies students about their programs of study. Go to see him if you have questions about Developmental Studies. Office in Mandeville Hall.

WILSON

EVENING STUDIES

DAVIS

Mr. Andy Davis is Coordinator of Evening Studies. As his title indicates, classes are available from 5:30 until 10 p.m. for students who have family or career responsibilities and cannot attend daytime classes. Evening students can earn associate degrees in four academic areas, fulfill bachelor's degree requirements in seven disciplines, and pursue studies in several academic departments. Office in Adamson Hall.

LIBRARY

With a large new addition, the four-story structure in the center of back campus is the Irvin Sullivan Ingram Library, your gateway to learning and to the group of newer academic buildings known as the Quadrangle. Mr. Charles E. Beard, Library Director, and his capable crew of professional librarians are availabe to assist students, and they will. Just ask. Get into the habit of studying . . . in your Library.

JAN RUSKELL (seated), JANE SAPP, BEARD, SUSAN SMITH, SALLY RIGG (seated)

THE DEAN AND ASSISTANT DEAN OF STUDENT SERVICES

LYON AND SMITH

Dr. Bruce Lyon and W. H. Smith work closely with the many people who make the Division of Student Services at West Georgia. All of these departments report through this office: Admissons, Alumni Relations, Financial Aid, Health Services, Placement, Residence Life, Student Activities, Student Development or Counseling, and the Registrar. These men are the ones to turn to when you can't get problems or questions resolved satisfactorily elsewhere. Good men to get to know. They also handle discipline cases. Offices in Mandeville Hall.

ADMISSIONS

JILL HENDRICKS, PHYLLIS MUSE, WANDA STEGALL, MARK TAYLOR and BICKERS

Doyle Bickers and his staff are probably already familiar to you. They travel the state talking with high school and junior college students about WGC, show visitors about campus, sponsor visitation days, work with orientation, and process applications for admission. Don't forget them once you are here. They need students to serve as hosts when prospective students visit the campus, so let them know if you're interested in helping out. Offices in Mandeville Hall.

REGISTRAR

Registrar Dr. Gordon Finnie and his staff have the difficult task of matching students with course offerings in registration, and then, somehow, keeping track of how many hours each student receives, when he or she receives them, and countless other registration and recording duties. To have a transcript sent or check on your academic records, go to the Registrar's Office. Offices in Mandeville Hall.

BECKY ROBERDS, BONNIE STEVENS, GORDON FINNIE, JANNELL WIGGINS

FINANCIAL AID

WILLENE WILSON, CAROL FERLING AND M. J. HOLMES

WGC provides financial assistance, funded by the federal and state governments, the college, WGC Foundation, companies, and individuals, to approximately one-third of its students. If you think you are worthy and deserving, or if you just plain need financial assistance, stop by the office and let someone know. Among other things, you may be able to get a job in the work-study program. Offices in Mandeville Hall.

PLACEMENT AND COOPERATIVE EDUCATION

Dr. Lynn Holmes heads a professional placement service for students and alumni of West Georgia. He is assisted by Bruce Brewer and a capable staff who maintain continuous communication with employers and arrange on-campus interviews between employers and graduating students who are seeking jobs. They also coordinate internships, the cooperative education program, and the location and development of off-campus jobs for current students. Office in Mandeville Hall.

BREWER, JEAN GALLOWAY, JESSICA LEE, DIANE WILLIAMSON

HALL, PHILLIPS, and YATES

STUDENT DEVELOPMENT

Got a problem with a teacher or someone back home? Don't know what to major in? Can't concentrate on studying? Got a roommate who's about to flip out? Just plain need someone to talk to? Then head for the Student Development Center and see Dr. Jerry Hall, Assistant Dean of Student Services for Student Development, Dr. Ann Phillips, or Dr. O. B. Yates. They're professional in every way, easy to talk with, and very confidential! Offices in Mandeville Hall.

DOUG ALMON, OPAL BARNES
and DR. ROY DENNEY

HEALTH SERVICES

A full time physician is employed in the college Health Center, and nurses are on duty 24 hours a day when school is in session. Medical assistance, including lots of TLC, is provided by all common ailments. For observation and minor illness, students are admitted to the infirmary overnight. Those with serious injury or illness are referred to their family physician or the local hospital. Lab services have been expanded to handle many routine tests. If you're taking six hours or more, you pay a health fee; so be sure to take advantage of the expert care that's available.

RESIDENCE LIFE

Tom Martin, Director, and his staff believe that residence hall living at West Georgia offers a significant contribution to the total educational development of a student (and that it's fun!), and they want you to believe it too. They supervise the duties of all resident advisors, head residents, and resident directors, to create a desirable living environment. Offices in Mandeville Hall.

TOM WATKINS, PEGGY
McHUGH and MARTIN

CARAWAY, EMERSON
MOORE, ALYSON BREEZE

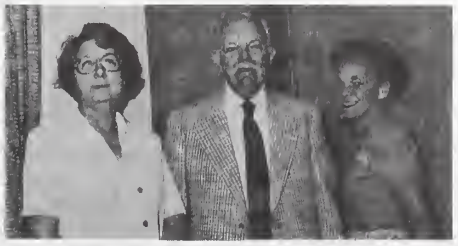
STUDENT ACTIVITIES

The Activities Office, under the direction of Mel Caraway, plans and directs the many phases of college life not directly related to the classroom. Activities office personnel coordinate offerings of the College Program Board, serve as advisors for Greek organizations and other student groups, organize Homecoming and many other interesting and fun activities. Offices in the Student Center.

INTRAMURALS

Opportunities for recreation, social contacts, and healthful exercises are provided by the college through an excellent intramural athletic program. James Docherty is the director of these programs, and he urges all students to participate. Intramural competition includes football, softball, basketball, volleyball, tennis, and track. Office in Student Center.

DOCHERTY



HERRON, HETHERINGTON
and MILDRED MADDOX

BUSINESS SERVICES

Students may cash checks for up to $25 at the cashier's window in the Business Office, Melson Hall. Any special problems related to fee payments or student bills are referred to Mr. Jack Hetherington, Director of Business Services. Mrs. Virginia Herron is another very important person to many students because her office is the one which writes and distributes all types of scholarship and financial aid checks to students. Offices in Melson Hall.

HUGHES

TESTING

If life seems to be one big test, guess what? Tests don't stop at college. Pat Hughes is in charge of administering many of the tests required of all college students, such as the S.A.T., G.R.E., and the Regents Test. She also maintains CLEP and G.E.D. testing programs. You have to take a test to get into college and to get out of college. Pat Hughes may be one of the first and last people you'll see at WGC. Office in Mandeville Hall.

PUBLIC SAFETY

William Tuttle is a Director of Public Safety. As his title implies, his staff of able-bodied officers cruise the campus not only in pursuit of crime and illegally parked cars but also to assure the security of property and buildings and the safety of all members of the college community. They can be reached day or night at 834-1260. Office in Aycock Hall.

MAY, GLASS, TUTTLE, and HARRIS

SERVICES FOR THE DISABLED

PHILLIPS

The college extends the opportunities of higher education to the physically disabled as well as to the able-bodied. Handicapped students who have special needs should talk with Dr. Ann Phillips in the Student Development Center. She coordinates services for physically disabled students, including pre-enrollment interviews, counseling, and readers. Office in Mandeville Hall.

INTERNATIONAL STUDENTS

Dr. O. B. Yates, a counselor in the Student Development Center, is a real friend to all foreign students. If you're from another country, be sure to look him up and get to know him. He can provide assistance and advice about a wide range of concerns and will do everything he can to help you adjust to your new environment. Office in Mandeville Hall.

YATES

KAISER

ATHLETICS

West Georgia College is very proud of its athletic program, headed by Athletic Director Roger Kaiser. Students can enjoy the excitement of college sports, with intercollegiate competition in men's basketball, baseball, track, cross country, tennis, golf, and, of course, football. Women's intercollegiate sports include volleyball, tennis, basketball, softball and track. Office in Health-Physical Education Building.

Academic Nuts and Bolts

With over 1,000 individual course offerings, 70 or more undergraduate programs of study, and almost 300 teaching faculty, a student at West Georgia has a wide variety of learning experiences to choose from. The faculty, whose members come from across the nation and around the world, is among the best anywhere, with approximately three-fourths of its members holding doctoral degrees in their fields. Collectively, they are probably the best qualified, most expert group of people you will ever have the opportunity to work with and learn from, so take advantage of the opportunity!

Departments and Professors

Most students quickly become familiar with the classroom buildings as they find their way to classes and labs, but they may be less aware of how to find faculty and departmental offices. Printed in the directory section of this handbook are the building and room number, telephone number, and chairman's name for each academic department on campus.

Usually, other faculty offices within the department will be located in the same building and general vicinity as the departmental office, but there are some exceptions. Inquire in the departmental office about the location of a specific faculty member's office if you have difficulty finding it.

Normally, faculty members post on their office doors regular hours when they are available to see students, and most are willing to schedule additional times if the student is unable to come by during the posted hours. You should feel free to contact faculty members in their offices to discuss your progress, any particular problems you're having in one of their classes, your concerns about career and professional plans, or any matters of mutual concern. In 99 cases out of 100, you will find faculty members to be cordial, concerned and helpful.

Quarters and Credit Hours

West Georgia is on the quarter system with the calendar year divided into four approximately equal blocks of time—the fall, winter, spring and summer quarters. A normal academic year of study consists of three quarters, but many students attend college year round or take breaks from school during other quarters than the summer.

The credit value of a course is determined by the number of hours it meets each week. For example, a course with five 1-hour lecture sessions per week is a 5-quarter-hour course. As a rule of thumb in accounting for credit hours, it takes two hours of laboratory to equal one hour of lecture, as is the case with a 5-hour science course which has three 1-hour lectures and two 2-hour labs each week.

A full course load is considered to be 12 or more hours, but since most of the classes at West Georgia are worth 5 credit hours, people usually take 15 hours (three courses) or more per quarter. *A typical freshman or sophomore course load consists of three 5-hour courses plus physical education.* Therefore, in one academic year of 3 quarters a student will normally earn 45 credit hours, plus physical education credits.

The Catalog

The West Georgia College *Bulletin* or catalog contains a complete statement of academic policies and procedures, courses required for each program of study, retention and graduation requirements, and many more essential items of information for the successful student. It is a very important book to have, study and follow. If you don't already own a current copy of the *Bulletin*, you should get one now.

The Admissions Office gives one free copy to each new student, but if you've already received one, you'll need to purchase your next one in the bookstore. New students should keep a copy of this year's catalog for reference during their entire stay at West Georgia. Those restless nights, it's guaranteed to put you to sleep when nothing else will!

Attending Class

Class attendance is recommended by many students and is required by most faculty. Actually, each professor determines the attendance policy in his/her class, but the student is always responsible for what happens in each class. Since classes and professors differ greatly, you should be certain you understand the attendance requirements for each course you're taking. Some profs even lower grades for excessive absences, and they may even drop a student who cuts frequently. Best advice: ATTEND REGULARLY!

Academic Advisement

Each student is assigned a faculty member to assist in planning his/her academic program. Freshmen and sophomores must see their advisors and obtain their signature on a registration form before completing registration each quarter. The Admissions Office notifies new students of the names of their advisors.

Should you experience difficulty in locating your advisor, ask for assistance from the office of the academic department to which your advisor belongs. A directory of academic departments is given later in this handbook, and the location by building of all academic advisors is published in the quartelry class schedule *Bulletin.*

Registration

Registration for classes is the quarterly process of seeing your faculty advisor, selecting a list of courses you wish to take, arranging these into a schedule to fit available time slots, signing up for these classes according to the prescribed procedure, and paying fees. The quarterly class *Bulletin*, published by the Registrar several weeks before the beginning of the quarter, lists all courses being offered and gives step-by-step instructions for completing all registration procedures.

Students in good standing either may register early in a more leisurely fashion or on the afternoon before classes begin each quarter along with several thousand others. *Early registration is definitely recommended for a better selection of classes, more freedom in obtaining the schedule you want, less hassle in general, and little or no waiting in lines.*

Even though students may submit as many trial schedules as they want, they occasionally do not obtain their desired class schedule during early registration. If this occurs, you may notify the Registrar's Office by the announced deadline to cancel this schedule so that you can register the day before classes begin, or you may choose to keep this schedule and make adjustments and additions to it during the Add/Drop period the first three class days each quarter. No student, however, who has a schedule of classes from early registration is allowed in the registration arena at regular registration when other students are attempting to register for the first time.

See the class *Bulletin* for complete details on how to register, early register, and pay fees, and go by or call the Registrar's Office (834-1414, campus ext. 414) for answers to particular questions.

Add/Drop

You may change your class schedule or register late during the first three days of class each quarter, but this is not a particularly easy thing to do. This is a critical time of the quarter, and the process of getting approval to enter classes late is fairly complicated. The student must go to each academic department affected to obtain approval for whatever change is being made in the schedule before turning in to the Registrar's staff the appropriate drop or add forms. A late fee of $15 is charged anyone who waits until these three days to register or who has early registered but fails to pay fees before this time.

Withdrawals from Class

After the first three days of class, if a student must "drop" or withdraw from a class, this course will remain on the student's record for the quarter, and a symbol of *W*, indicating withdrawal without penalty, or a grade of *F*, indicating the student was failing at the time of withdrawal, will be entered on the record. The first ten class days each quarter are a sort of grace period, and the student who withdraws during this time automatically receives a *W* for the course. After that time, however, and until the midpoint of the quarter, the professor may assign a *W* or an *F*, depending upon the work the student has done in the class up to the time of withdrawal. After the midpoint of the quarter, the grade of *F* is automatically assigned unless the School Dean approves an exception based on unusual or emergency circumstances beyond the student's control. At any rate, be certain to withdraw officially if you cannot complete a course.

Withdrawals from School

In case you find you must completely withdraw from college during the course of a quarter, contact the Student Development Center in Mandeville Hall (telephone 834-1416, campus ext. 416). If your reason for leaving is lack of funds, check with the Financial Aid Office in Mandeville Hall first. They may be able to help.

Regardless, you cannot officially withdraw without talking with someone in the Student Development Center. At that time you'll be given further instructions for completing the withdrawal process. Who knows? You might even be due a refund. (The undergraduate catalog explains the refund policy in detail.)

Staying in School

Here's hoping it will never happen to you, but those whose academic performance falls below standards prescribed in the catalog are placed on "Academic Warning" or "Probation," or they may receive notice of "Suspension" or "Dismissal." The Faculty Senate of the college has recently voted in stiffer grade point standards required for students to remain enrolled. See your catalog (Undergraduate Academic Policies) for complete information on requirements for staying in good academic standing.

By all means, if you realize you are getting behind in your work or are having problems studying, ask for assistance. The first person to turn to is your professor in a particular course, but you may also want to talk with your faculty advisor. You should also pay a visit to the Student Development Center in Mandeville Hall. Here you will find free tutorial assistance through the S.O.S. (Sink or Swim) tutorial service, computerized assistance in building study skills, and professional counselors who may be able to help you individually or in a small group to develop better study skills and habits.

Changing Majors

It's not unusual for students to change their major several times during their college careers. If you entered WGC with an "undecided" major and now want to declare a major, or if you simply want to make a change, the procedure is simple: Go to the office of the academic department which offers the major you want and obtain a change-of-major form. Complete the steps indicated on the form and turn it in to the Registrar's Office for processing. You will be reassigned to a faculty advisor in your new area of study, but because these assignments are done on computer only during certain times of the quarter, you may experience a delay of several weeks before your name shows up on the new department's list of majors.

The Academic Record or Transcript

The Registrar's Office maintains permanently for every student who has ever been enrolled at West Georgia an academic record card listing personally identifying information about the student, every course the student has taken and the grade earned, quarterly and cumulative grade point averages, and a few special notations such as Developmental Studies requirements, withdrawal dates, graduation requirements met, degrees earned, etc. This record is commonly known as a "transcript," and it is a copy of this permanent record which is sent to other institutions, agencies, and employers when the student requests that a transcript of his/her record be sent.

You have the right to review your educational records maintained by West Georgia, except for certain types of confidential information which are defined by law and by institutional regulations. For a listing of what records are kept where and by whom and a full explanation of how to review these records, see Appendix G in this handbook. You'll also find in this section how to "challenge the content" of your records as well as safeguards built into the record-keeping system to assure the privacy and confidentiality of your records.

Appeals

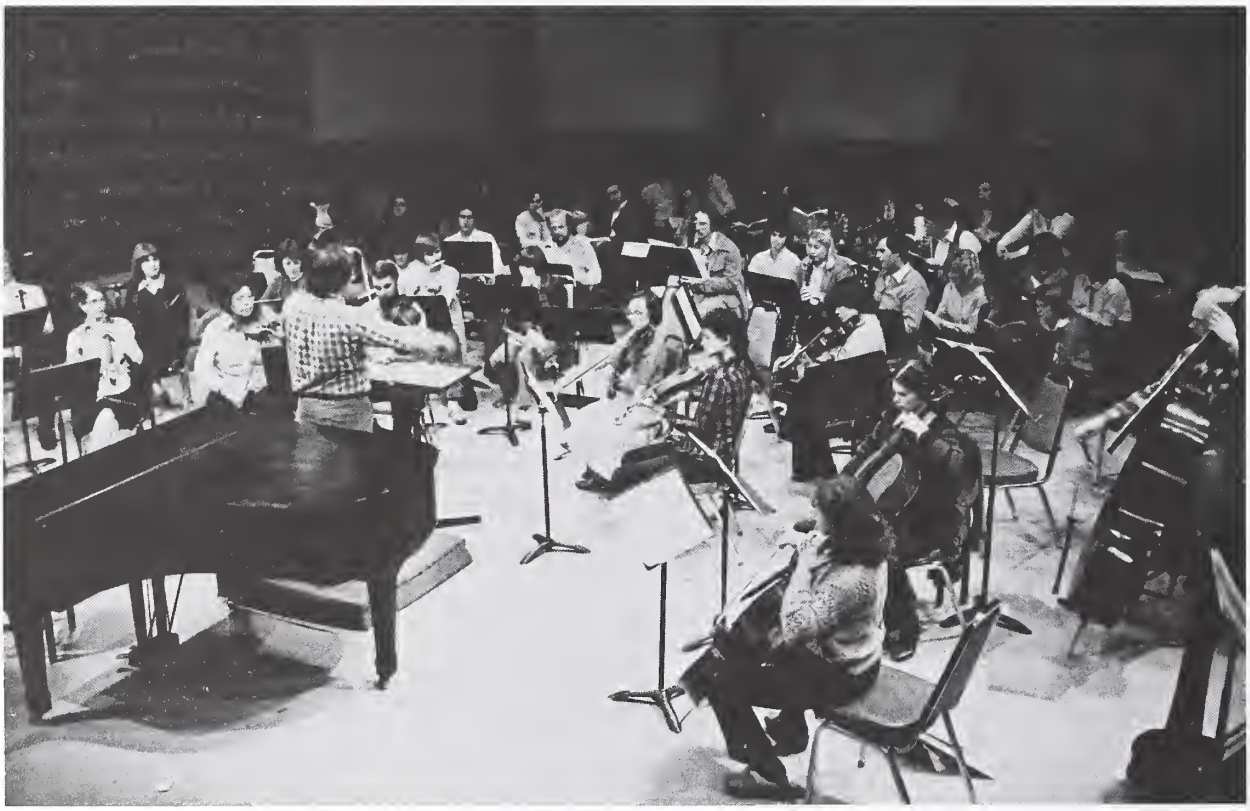
If, after getting your grades, you're not satisfied with them and believe that the instructor made a mistake with yours, go to the instructor immediately. It may have been a simple clerical error. If there is a dispute, try and work it out with the instructor. If that fails, see the department chairman and, if necessary, the school dean. After following these steps, if you are not able to resolve the issue, you may appeal the grade to a faculty committee. See Appendix D for details of the appeals procedure.

Likewise, a student who has been academically dismissed from college may appeal to be readmitted through a sub-committee of the Faculty Senate. This appeal must be initiated in writing by the student through the Office of the Vice President and Dean of Facul-

ties. See Appendix E for detailed procedures.

Academic Requirements for Receiving Financial Aid

In order to receive financial aid at West Georgia, students must be in good academic standing and must be making satisfactory progress towards their educational objectives. Any student placed on "probation" by the Office of Vice President and Dean of Faculties runs the risk of losing certain types of financial assistance because of this academic difficulty. These students are monitored closely, and if they do not make at least a 2.0 or *C* average during their probationary enrollment, they lose their eligibility to receive certain funds. See Appendx F for specific details of how this policy is applied.



'Round 'N About Campus

In addition to understanding the academic setup and knowing some of the people who help run things, you'll need to know where some departments and services are located. It's true that it takes new students only a few days to learn the campus, but the information and tips listed in this section are intended to make that job easier. Let your memory do the walkin' through these pages and save yourself some real steps when you set out 'round 'n about campus to find out where to go for whatever it is you want to do.

THE STUDENT CENTER

The Student Center is the big round building in the center of campus on Brumbelow Street. It's the focal point of activity for many student services, organizations, and functions. Read on for details.

Auxiliary Enterprises—The Auxiliary Enterprises Office is in the back of the bookstore on the top floor of the Student Center. This is where you'll go to have your I.D. card validated as a meal ticket if you buy a meal plan. Auxiliary Enterprises personnel also handle refrigerator rentals and vending machine refunds. Hours are 8:00 a.m. to 5:00 p.m. Monday-Friday.

Bookstore—The third floor of the Student Center is the home of the college bookstore. In addition to textbooks and all of the supplies you will need for classes, the bookstore stocks a number of other items such as gifts, toiletries, gym shorts, jerseys, records and tapes, etc.

Post Office—The college Post Office is on the main level of the Student Center. All U.S. Mail services are provided here, including registered, certified, and insured mail, and purchases of money orders. An interoffice service is available through which mail may be forwarded to students and faculty on campus free of charge. Name and box number are required on mail sent to a student.

All residence hall students are assigned a campus post office box in the Student Center Post Office. Students residing off campus may also obtain a box by dropping by the Post Office to sign up for one.

Mail should be addressed:
Joe Doe
Box 00000, (Residence Hall)
West Georgia College
Carrollton, Georgia 30118

Post Office hours are 8 a.m.-4 p.m., Monday-Friday. Students are encouraged to check their boxes daily.

Student Offices—Several student organizations have offices located in the Student Center. Don't be bashful! Drop by with a suggestion or offer to help out. You'll be welcomed!

Student Government Association, main floor
College Program Board, lower level
The West Georgian newspaper office, lower level
Interfraternity Council and Panhellenic Council, lower level

Student Activities Office—The first office on the right as you enter the Student Center is the Student Activities Office, the hub of operation for many student groups an functions. The director and his staff have their offices in this area, and they coordinate all offerings of the College Program Board, serve as advisors for student organizations, organize Homecoming and many student related events throughout the year. Stop by for information about all kinds of extracurricular activities.

Snack Bar—For just plan good eatin' or good "fast food," check out the Snack Bar in the Student Center. It offers a wide variety of good things to eat and beats the prices of almost any sandwich shop around town. Hours of operation are 7 a.m.-7 p.m. Monday-Friday and 11 a.m.-6 p.m. Saturday and Sunday. Hours are subject to change to benefit students.

Though the Snack Bar is primarily a cash sales operation, students may use their meal tickets during designated hours to purchase items costing up to $1.50 at breakfast (7-10 a.m.) or $2.00 at lunch (11 a.m.-3 p.m.) or dinner (4:30-6:30 p.m.). If selections exceed the amount allotted for a meal, simply pay the difference in cash.

Gameroom—The gameroom, located in the basement of the Student Center, features billiards, foosball, ping-pong, pinball machines, and games. It is open from 10 a.m. until 10 p.m., Monday-Friday, from 12 noon until 8 p.m. on Saturday, and from 3 p.m. until 8 p.m. on Sunday. During the summer quarter hours may vary.

I.D. Cards—Student I.D. cards are made in the basement of the Student Center. This phot I.D. card is a WGC student's permanent identification and does not normally have to be replaced as long as the student remains enrolled.

Your I.D. card has many uses: as a meal card once you have paid for the meal plan and had your card validated, as your library card, as your free admission ticket to athletic events and plays, as official identification during registration, when cashing checks, when visiting the Health Center, and many more.

There is a $10.00 charge for replacing a lost I.D. card. Except during registration and add/drop each quarter, I.D. cards are made only during the posted hours. Contact the Student Activities Office in the Student Center for information about when to have a replacement card made (834-1364, campus ext. 364).

Conference Rooms—Seven meeting/conference rooms are available in the Student Center for use by campus organizations on a reservation basis. To reserve a room, call Dr. Elmo Roberds at 834-1392, campus extension 392.

Other Services in Student Center—T.V. Lounge, Notary Public service in the Student Activities Office, and WGC Print Shop (offers letter-press posters for a small fee. Contact the Student Activities Office at least five days in advance of need.)

GYMNASIUM AND OTHER RECREATIONAL FACILITIES

H-PE Building and Pool—The Health-Physical Education Building is one of the most heavily scheduled facilities

on campus. Classes and team practices and games are given highest priority for use of the building, but regular hours of open recreation for all students are also scheduled. These hours vary somewhat depending upon seasonal athletic activity.

In general, the basketball courts and the pool in the H-PE Building are open for student use from 6:00 until 9:30 p.m. Monday through Thursday and from 1:00 until 6:00 p.m. on Saturday and Sunday from the first to the last day of classes each quarter. When performances, concerts, or intercollegiate games are scheduled, however, the entire building is closed to all other activities. Otherwise, every attempt is made to keep the pool open to students during the scheduled hours, and routine practices and intramural games are scheduled in the gym during hours when the pool is open to students.

Tennis Courts—Located adjacent to the H-PE Building are six tennis courts which are open to students on a first-come, first-serve basis. As with other athletic facilities, classes and official team activities do have priority for use of the courts, which remain lighted until midnight.

Track and Playing Fields—Also open to members of the college community are the track, located just above the Food Services Building, and several practice and intramural playing fields. These areas may be scheduled for group activity by contacting Jim Docherty, Coordinator of Intramurals and Open Recreation, at 834-1364 or Russ Sharp, Athletic Trainer, at 834-1357. As always, officially scheduled intercollegiate or intramural team practices and games take priority over an individual's use of any facility.

The Baseball Field, which is located adjacent to the Biology-Chemistry Building, is off limits to everyone except the baseball team and those participating in official team related activities.

Fitness Trail—A one and one-half mile fitness trail with 14 exercise stations along the way is located in the area around the track and behind the Food Services Building. Look behind Food Services for the starting point of the trail, which is open year round to all members of the college community.

RESIDENCE HALLS

Twelve major structures on campus are residence halls, in which approximately 2,400 West Georgia students live. All freshmen and sophomores who are not married or do not live at home with parents or relatives are required to live on campus, and many upperclassmen choose to do so. Some halls are for men or women only, while others are co-educational with separate wings for men and women.

Except in the case of Tyus Hall, visitation hours for guests and those who do not live in the halls are limited. Visitation hours begin at noon every day and end at midnight Sunday through Thursday and at 2:00 a.m. Friday and Saturday nights. After 7:00 p.m., men must have a female escort when in a women's hall and vice versa. No escort is needed before 7:00 p.m. or in the main lobby of each building. On-campus residents as well as all guests in the halls are subject to the residence hall policies and regulations published in the *Residence Hall Handbook* distributed by the Department of Residence Life.

The map of the campus and the listing of numbers for all telephone pay stations in the residence halls, both of which are published in this book, will assist you in locating and contacting friends who live on campus.

LIBRARY

The Irvin Sullivan Ingram Library, located on Brumbelow Street in the center of back campus, currently houses over 225,000 volumes, more than 126,000 U.S. Government documents, and approximately 635,000 microforms. It features study and conference rooms, study carrels, microfilm and reading rooms, research study areas for graduate students. During the academic year, the library is open during the following hours:

Monday-Thursday . . . 7:30 a.m.—10 p.m.
Friday . . . . . 7:30 a.m.—5 p.m.
Saturday . . . . . 10 a.m.—5 p.m.
Sunday . . . . . 3 p.m.—10 p.m.
Between quarters . . . 8 a.m.—5 p.m. daily (Closed weekends)
Holidays . . . . . Closed as per notice posted

The system for circulating books and other materials dictates that a WGC I.D. card be presented to borrow materials from the library. Books are loaned for a period of two weeks and are renewable if no one else has requested them. The fine for a reularly loaned book is 10¢ per day; however, there is a six day grace period after which the full amount of the fine will be collected.

A special feature of the library is the Annie Bell Weaver Special Collections Room, dedicated in 1981 to Ms. Weaver, who was for many years the head librarian at the college. This collection contains 11,000 rare volumes and pieces of manuscript material.

You may find there are times when you'd like to use the library's late study room, open 24 hours a day during the quarter. There is an outside, ground level entrance to this area just off the academic quadrangle so that students may come and go after regular library hours.

HEALTH SERVICE

The Health Center, located in the smaller round building across from the Student Center, provides twenty-four hour nursing coverage in its Infirmary for treatment of illness and emergencies to students paying the $23 health fee. The staff if composed of a physician, nine nurses and a pharmacist, and the facility contains examining rooms, offices, a pharmacy and fifteen beds maintained for the care of patients not requiring hospitalization. In case a

student has a serious illness or injury, his or her parents are notified and the student is referred to other medical facilities. The student or his parents are responsible for all such bills, including specialists' fees.

Most services provided by the Health Service, including many medical prescriptions, are paid for by the student health fee. The student must, however, assume all expenses incurred through the use of off campus facilities and personnel. Discount rates are available to students through the Health Service for most laboratory work.

To obtain emergency medical care, telephone the Health Service—834-1338, campus ext. 338. STAY CALM—administer necessary first aid to the patient or see that it is done. **Do not leave the patient alone but delegate someone to call the Health Service.**

The Infirmary is closed during the Thanksgiving and July 4 holidays and between quarters.

PUBLIC SAFETY

The Department of Public Safety, located on Aycock Drive, provides service to the college comunity on a 24-hour basis. The department's duties include, but are not limited to, the protection of life and personal liberties, protection of personal property, enforcement of college regulations and state statutes, traffic and parking control, and the prevention of crime.

The department works with various other departments within the college and maintains a liaison with local, state and federal law enforcement and public safety agencies. FOR INFORMATION, ASSISTANCE OR ANY EMERGENCY, DIAL 834-1260 or ext. 260 if calling from a campus phone.

For complete information concerning traffic regulations, parking, and traffic appeals refer to the TRAFFIC CODE pamphlet available at the Department of Public Safety. All students are responsible for knowing the rules and regulations provided in this pamphlet, which they are given a copy of when registering a vehicle with the department.

MANDEVILLE HALL

Many of the administrative offices with which students are likely to have contact are located on the front drive in a building which used to be a residence hall but is now all office spaces, Mandeville Hall. Included among these are the Graduate School Office, Special Studies and the Testing Offices, the Computer Center Director's Office, and all of the following offices in the Division of Student Services: Dean's Office, Admissions, Residence Life, Placement and Cooperative Education, Job Location and Development, Financial Aid, Student Development Center (counseling), and the Registrar's Office. Sooner or later, everyone needs to see someone in one of these offices, so you might as well learn where Mandeville Hall is and who can be found there. Ask in any office in the building for information and directions.

FOOD SERVICES

Still referred to by some as Z-6, its architectual designation, the Food Services Building is home of the student cafeteria, which is run by ARA Services by contractual arrangements with the college. This is where all weekday meals are served to those who hold meal tickets and to those who wish to buy meals on a cash basis. The Food Services Building also contains a private dining room and a large multi-purpose area in the lower level where dances, parties, movies, coffee houses and other types of entertainment are held.

Though serving times may vary depending upon the number of meal ticket holders, these are the expected hours of operation and cash prices for each meal:

Breakfast	*$2.25*	*7:00-10:00 a.m.*
Lunch	*$2.75*	*11:00 a.m.—3:00 p.m.*
Dinner	*$3.50*	*5:00—6:30 p.m.*

Three weekday meal ticket plans are available, plus a weekend plan offering 2 meals daily on Saturday and Sunday ($70). The one-meal weekday plan ($175) if for any meal once each day in Food Services or for a set allocation at the Snack Bar for one meal daily ($1.50 at breakfast, $2.00 at lunch or dinner). With the two-meal plan ($240), the student may choose any two meals each day at either location, and of course with the three-meal plan ($275), the student is entitled to three meals each day. Students may alternate locations of their meals on the same day but may not use their tickets for 2 servings of the same meal in one day.

All meal plans are non-transferrable; in other words, one student's meal ticket may not be used by any other student. To do so is a violation of the student conduct code of the college and will result in the student's being referred for disciplinary action.

BUSINESS SERVICES

In Melson Hall on Front Campus Drive, the Business Office maintains on the first floor a cashier's window where students, upon presentation of their I.D. cards, may cash personal checks up to $25. The cashier's window is open from 8:30 until 11:45 a.m. and from 1:00 until 4:30 p.m. Monday through Friday. This cashier's window is also where various student fees are paid, except during registration when special fee-payment stations are located elsewhere.

For complete information about fees and charges, Business Office policies, refund regulations, concellation deadlines, etc., see the catalog issue of the college *Bulletin* or the quarterly class schedule *Bulletin*, or contact the Business Office (telephone 834-1400, campus ext. 400). Incidentally, it is University System policy that all fees and charges are subject to change at any time, but of course college officials attempt to keep students posted well in advance of any expected increases.

Organizations and Activities

Need a little fun in your life?

There are good times to be had by anyone who seeks them, and always another job to be done by someone who's willing, among the more than 60 registered student groups at West Georgia. Departmental organizations . . . social, recreational and athletic activities . . . religious and service group . . . fine arts for performers and onlookers . . . honorary and academic pursuits . . . intramural and intercollegiate sports . . . student government . . . parties and entertainment . . .

Opportunities for involvement are everywhere. Do something constructive, and HAVE FUN!

Student Government

Any full time undergraduate or graduate student is eligible to participate in Student Government. The S.G.A. enacts legislation which is necessary for the general welfare of the students. It receives student complaints, investigates student problems and participates in decisions affecting students.

S.G.A. is composed of an executive, legislative and judicial branch. The student body elects a President, Vice-President and Judiciary Chairman. The constitution calls for a General Assembly consisting of 17 voting representatives. Five of these are from the student body at large and three each from the four schools.

The S.G.A. office is located in the Student Center to the right in the main circular corridor of the building. Officers for 1982-83 are President Michael Jones, Vice President Alan Castro and Student Judiciary Chairperson Eric Maxwell. They welcome you to visit the S.G.A. office and solicit your advice, participation, and support. The telephone number is 834-1367, campus ext. 367.

Student Activity Fee

Each student taking over 5 hours per quarter is required to pay a $40 student activity fee. For this fee, students receive free admission to student drama and fine arts productions, free copies of the weekly campus newspaper *The West Georgian*, free admission to athletic events, and discounted admission to all events of The College Program Board. Activity money is also used to fund fine arts, athletics, debate, the concert band, opera workshops, and many other college activities. A joint committee of faculty and students makes recommendations each spring on how the activity fee should be allocated to various student groups and activities.

Become involved in your Student Government Association and have a voice in saying where your activity fee money should be spent.

College Program Board

The College Program Board, or CPB, is chaired by Bill Pendarvis. The CPB provides a variety of social, cultural, and educational programs and co-sponsors events with other campus organizations. In addition to providing entertainment at least three nights a week, the CPB plans Fall Festival and Homecoming.

Students are encouraged to offer suggestions and join the various committees which make up the Board. The committes include contemporary music, films, recreation, special events, publicity, lyceum, and the technical committee.

The Board is coordinated by an executive branch composed of a chairman, secretary, and the chairmen of the seven committees. The Director and Assistant Director of Student Activities act in an advisory capacity to the Board.

Many events are free, and for others there is a nominal admission charge. The CPB office is located on the ground floor of the Student Center, and interested students are welcome to stop by. The phone number is 834-1365, campus ext. 365.

Religious Groups

Several religious organizations exist on the West Georgia campus, including the Baptist Student Union, Outreach, Wesley Foundation (Methodist), Newman Club (Catholic), and the Westminister Fellowship (Presbyterian).

There are several campus ministers who are available to work with students and will lend a friendly ear if you are interested in religious fellowship. They are Rev. Bobby Evans, 834-7588, Baptist Student Union; Rev. Bill Carpenter, 834-7803, Wesley Foundation; Sarah Juengst, 834-8144, Westminister Fellowship; and Father Michael Regan, 832-8977, Catholic Students.

Black Student Alliance

The purpose of the Black Student Alliance is to promote academically and socially inter-racial understanding. It organizes and promotes the positive heritage of blacks. The Black Student Alliance of West Georgia College is open to all members of the student body, faculty, and administration of West Georgia College who wish to gain a greater understanding of the Black Experience.

Student Publications

The West Georgian is the student edited and managed campus newspaper, distributed free at various campus locations on Wednesdays. All students are invited to work on the staff in news, sports, arts, and photography. The office is located on the lower level of the Student Center and the phone number is 834-1366, campus ext. 366.

The Eclectic is a literary magazine published each spring quarter. It contains poetry, prose, art, and photography. Material should be submitted to *Eclectic* in care of the WGC English Department. A brief biographical publication sketch is requested.

WWGC FM 90.7

The campus radio station WWGC is located in the Learning Resources Center, Geography Building. It is college operated for entertainment and instruction of those students in the mass communications field. The station offers a change of pace listening program and carries WGC sports broadcasts. It is student managed and operated.

The Arts

From Broadway plays to opera to jazz bands, West Georgia College's fine arts department offers many opportunities for student performance. Both music and speech-theatre productions are scheduled year round with many performance groups active on campus.

Several exhibit areas in the Classroom Arts (Humanities) Building are the scene of frequent student and faculty art exhibits as well as occasional traveling exhibits.

Music

The Concert Choir is a large choral group which makes concert tours both in and out of state and which has, on occasion, been selected for Eastern European tours.

The Chamber Singers is a small choral group noted for singing madrigals. This group presents an annual Christmas celebration in full costume of old England.

The West Georgia Wind Ensemble is the concert band, and the Jazz Ensemble is a different group which frequently tours high schools in the state performing contemporary band literature.

Opera Workshop is another highly entertaining musical activity and has for several years presented performances of major operas. There are a number of other small choral and instrumental groups which perform quarterly on campus, and the West Georgia Marching Band makes its deput in 1982-83.

Theatre

One Flew Over The Cuckoo's Nest, The Diary of Anne Frank, and *The Crucible* are among past theater productions. Each fall a major drama is staged for a week-long run.

Winter quarter offers major productions such as *Who's Afraid of Virginia Wolfe* as well as a festival of student directed one-act plays.

Music and theatre combine in the spring for a week-long performance of a musical such as *South Pacific, Fiddler on the Roof,* and *Grease.*

Debate

West Georgia College has an outstanding debate program. In 1979 the college's top team ranked third in the entire nation, and in the 1980-81 season, two West Georgia teams received first round bids to go to the National Debate Tournament. This is only the second time that any school in the southeast has received two first round bids. This year was the tenth consecutive year WGC has been invited to compete for the national championship and the fourth year in succession that WGC has finished in the top ten.

Debate coach Dr. Chester Gibson has received many awards for his work in the debate program and was recently presented the National Coach of the Year award by the Philodemic Debating Society of Georgetown University.

Intramural Sports

West Georgia College provides an excellent program of year-round intramural athletic activities for both men and women. A variety of team and individual events is scheduled so that every student has the opportunity to particiapte. Team sports include flag football, basketball, soccer, tug of war, volleyball, softball, wrestling, etc. Badminton singles, horseshoes, tennis singles, cross country, bike race, and weightlifting are some of the individual sports offered.

Students desiring to participate may join existing teams or form their own. Regardless of the type of activity, every student must sign the "Waiver of Liability" and "Assumption of Risk" forms which are available in the Intramural Office in the Student Center. For additional information and schedules, contact Jim Docherty, Co-ordinator of Intramurals and Recreation, telephone 834-1364, campus ext. 364.

Intercollegiate Athletics

West Georgia College is proud to have one of the most well-rounded, successful intercollegiate athletic programs for men and women in the state. A dozen teams compete intercollegiately at West Georgia, and one team competes on a sports club basis.

The College fields men's intercollegiate atheltic teams in baseball, basketball, cross country, football, golf, tennis, and track; while women's programs are offered in basketball, cross country, softball, track, tennis and volleyball. With the exception of football, which is aligned with the NCAA Division III, all of West Georgia College's men's teams are affiliated with Division II of the National Collegiate Athletic Association. Women's teams are members of the Associaton of Intercollegiate Athletics for Women.

The highlight of West Georgia College's athletic program came in 1974 when the men's basketball team claimed the state's first national championship ever. In 1975, the women's basketball team was runnerup for the national title.

Numerous West Georgia athletes have been accorded All-American honors, including three in 1978 off the college's baseball team, which won the conference championship and was ranked number one in the country for four weeks, and one from the track team in 1980.

Tryouts are held in each of the nine sports, and a limited number of scholarships are available except in the case of football, which is NCAA Division III, indicating that no athletic scholarships are given in support of the program.

Football was re-established at West Georgia in 1981 after an bsence of 23 years, and a predominantly freshman team startled the college football world and captured the hearts of Georgians everywhere by turning in an unbeaten season and earning a number six national ranking.

Look for an announcement this fall about admission procedures for football games and about how parents and other visitors may obtain tickets for home games. Students are admitted to all athletic events free of charge on presentation of their WGC student I.D. cards.

Greeks

As in many other American colleges and universities, fraternities and sororities have played a distinctive role for many years at West Georgia College. They offer opportunities for students to develop lasting friendships, contribute to the broader community through service, and participate in social, cultural, and athletic activities. Fifteen Greek letter social organizations are represented on the West Georgia College campus.

A Black Greek Council, Interfraternity Council, and Panhellenic Council exist to govern the fraternities and sororities. Among other responsibilities, the three councils coordinate membership selection process standards (Rush) for group conduct, plan various activities such as Greek Week and service projects, and design public relations publications.

Panhellenic formal Rush is held the week before classes begin for fall quarter. During the summer, registration forms are sent to all women accepted to West Georgia for the fall quarter. There is a minimal charge to cover the cost of activities for the week.

Panhellenic, the Black Greek Council, and Interfraternity Council also hold open Rush functions the first two weeks of each quarter. Information can be obtained from announcements on bulletin boards, individual fraternity or sorority members, or the Student Activities Office. All students, depending upon individual fraternity or sorority rules, are invited to participate in Rush.

The Greek social organizations are listed below:

BLACK GREEK COUNCIL

Fraternities	Sororities
Alpha Phi Alpha	Alpha Kappa Alpha
Kappa Alpha Psi	Delta Sigma Theta
Omega Psi Phi	

Interfraternity Council

Fraternities
Alpha Tau Omega
Chi Phi
Kappa Sigma
Phi Beta Sigma
Pi Kappa Alpha
Sigma Nu

Panhellenic Council

Sororities
Alpha Gamma Delta
Chi Omega
Delta Delta Delta
Kappa Delta
Phi Mu

Honorary Groups

Alpha Kappa Delta – An honor society in sociology, open to students with 3.0 average in sociology courses and a 3.0 overall GPA.

Alpha Lambda Delta – Encourages superior scholastic achievement among female students in their first year, open to those who have completed 15-45 quarter hours with a GPA of 3.5 or better.

Gamma Theta Upsilon – An international honorary geographical society. Regular members must have completed 3 courses in geography with a 3.0 overall GPA.

Kappa Mu Epsilon – A national mathematics honor society. Membership is based on excellence in math courses and a superior college academic record.

Lambda Alpha Epsilon – A national criminal justice honor society. Excellence in criminal justice courses is required.

Omicron Delta Kappa – A leadership honorary for junior and senior men and women.

Phi Alpha Theta – An international honor society in history. Membership is based on an overall GPA of 3.0 and 3.0 in twenty hours of history.

Phi Delta Kappa – A professional education fraternity. Prospective members must be recommended and approved by members and must have a baccalaureate or earned graduate degree in education.

Phi Eta Sigma – Encourages and rewards high scholastic attainment among freshmen in institutions of higher learning.

Phi Kappa Phi – Emphasizes scholarship in the thought of college and university students and stimulates mental achievement by the prize of membership, which is by invitation to seniors and graduate students.

Phi Mu Alpha – An honor society promoting excellence in music.

Presidential Scholars – An organization whose dual purpose is to recognize superior scholarship and, through monthly meetings, to encourage faculty-student interaction. Membership is by invitation based upon academic performance.

Pi Gamma Mu – The national honor fraternity for students of the social sciences. Its purpose is to promote interest in and to recognize excellence of students in the social sciences.

Sigma Tau Delta – A national honor society for the purpose of stimulating interest in literary activities. Members must maintain a GPA of 3.0 in English courses.

Sigma Alpha Iota – A national honor society for female students studying toward a degree in music. Members must maintain a GPA of 3.0 in music classes.

Departmental Organizations and Professional Fraternities

Accounting Club
Alpha Kappa Psi (Business Administration)
American Institute of Biological Sciences
American Marketing Association
Computer Science Club
Delta Mu (Women Music Majors and Minors)
Delta Omega Chi (Pre-Med)
Economics Club
Geology Club
Mass Communications Club
Phi Beta Lambda (Business Education)
Physical Education Majors Club
Physics Club
Psychology Club
Recreation Council
Sociology Club
Student Art League
Student Association of Educators
Student Council for Exceptional Children (Special Education)
Student Music Educators National Conference
West Georgia Physics Society

Special Interest Groups

Aikido Club—Open to all students interested in the art of aikido.

Alpha Phi Omega—A service fraternity, open to all students.

Black Student Alliance—Promotes dignity and increases understanding through the exchanging of ideas between black and other students. The BSA sponsors the annual Black Awareness Week every spring.

Bravettes Drill Team—Provides halftime entertainment during games and acts as a pep squad.

Chamber Singers—Cultural, education, and social enrichment through ensemble performance.

Cheerleaders—Promotes spirit during football and basketball games.

Concert Band—Provides experience in music for West Georgia's music majors, though membership is open also to non-majors.

Concert Choir—Provides choral experiences for music majors/minors and students from the college at large. The concert choir annually goes on tour and performs in high schools, colleges, and churches.

Debate Team—Provides WGC students an opportunity to participate in a competitive intercollegiate debate program. The Debate team has won many outstanding national awards and honors.

Ebony Players/Dancers—Dramatic and creative dance group with the single purpose of providing students on campus with an outlet to expand and develop their own creativity.

Farm—A social brotherhood designed to help develop leadership and maturity among young male college students.

Karate Club—Open to all students interested in the art of karate.

Majorettes—Perform at half-time football and basketball games. Open to students who demonstrate experience in twirling.

Outreach—A fellowship of Christians to disuss and spread the teachings of Jesus Christ.

OZ—A sisterhood for the development of growth and leadership in women.

Residence Hall Association—Provides programming, development, and unity among campus residence halls. Open to representatives from each hall.

Soccer Club—An intercollegiate club open to men who demonstrate a skill in playing soccer.

Student League—Aids in the promotion of WGC by participating in orientation, visitation days, etc. Prospective members must be nominated and approved by the Executive Council. Membership is limited to 35 students.

Theatre Arts Society—Promotes interest in the theatre arts and supports WGC theatre productions.

United Voices Gospel Choir—Promotes spiritual growth, fellowship, unity, and creates a spiritual atmosphere among students by sharing through song and praises with the communities of Georgia.

WGC Grotto of the International Speleological Society—An organization dedicated to the conservation, exploration, and scientific study of caves and caverns.

WGC Wheels—Organizes car pooling for commuter students.

Student Organizations Handbook

A *Student Organizations Handbook* is available from the Student Activities Office. This publication contains a great deal of general information which is helpful to anyone interested in forming a student organization and especially to those who are in positions of leadership in existing organizations. The staff of the Student Activities Office conducts an annual review of all student organizations to determine their eligibility to be registered as official student groups. They enforce the college regulations and rules relating to student organizations including the policies on hazing, the use of alcoholic beverages at student functions, posting of advertisements for public events, and other related matters.

Contact the Student Activities Office for a copy of the organizations *Handbook* and drop by the office if you have questions about any particular group, regulations governing student groups, how to become a member of a group, or how to get a group organized. Don't let the sometimes frantic activity in this office put you off. Hang in there and let someone know what you want. A staff member will be glad to help you.

How-To's For Student Organizations

The college has a number of rules for student organizations and other general regulations which also apply to activities of student groups. Hopefully, you'll find what you need to know right here, but if you don't, be sure to stop by or call the student Activities Office for advice about how to proceed.

A. HOW TO RESERVE A CAMPUS FACILITY

A recognized student organization may make room reservations for the following facilities by contacting Dr. Elmo Roberds in the Bonner House (834-1392, campus ext. 392): Student Center, Social Science Lecture Hall, Kennedy Chapel, Food Service Center (lower level), and HPE Building.

The Fine Arts Department, located in Room 108 of the Humanities Building (834-1224, campus ext. 224), reserves the following facilities: Cashen Hall, Studio Theater, and the College Auditorium.

Other facilities may be reserved by contacting the offices of the appropriate school dean: Arts and Sciences, Business, and Education.

There is no rental if a planned function is non-profit. If admission is charged, a fee schedule is available from Auxiliary Enterprises at the back of the college Bookstore (834-1258, campus ext. 258).

Student organizations have priority for the use of rooms, after the scheduling of academic and campus-wide affairs.

It is advisable to reserve a room as far in advance as possible to insure the reservation. Requests for room facilities MUST be made at least two working days before a scheduled event, or equipment and furnishings cannot be guaranteed.

If you are reserving space for a function to which students are going to be allowed to bring alcoholic beverages, you must comlete the appropriate approval form, which will be supplied by Dr. Elmo Roberds when you contact him to make the room reservation, and you must have this form approved by the Director of Student Activities. This is the only legitimate way to sponsor an event on campus to which students may bring alcoholic beverages.

B. HOW TO PUBLICIZE AN EVENT

1. Start with your basic poster. Either have it printed at the Student Center print shop or get out your crayons or magic markers and go to work. Remember, you cannot hang posters on glass doors or windows, on the outside of buildings, or on trees. Confine your masterpieces to bulletin boards only.
   NOTE: Posters used to advertise events at which alcohol is to be allowed, even if the function is to be held off camus, must be approved by the Director of Student Activities before they are displayed on campus.
2. Notify Dr. Elmo Roberds, telephone 834-1392, campus ext. 392, of your event, and he will put it in the *CUE, Campus Upcoming Events. CUE* is distributed to all campus residence halls, faculty and staff.
3. Stop by the campus radio station WWGC in the back ground level entrance of the Geography Building and fill out a public service message form. WWGC personnel will be pleased to announce your date in their public service format.
4. Visit the Public Relations Office, and if it is deemed appropriate, the staff will be happy to help you publicize your event in the community.
5. Send a letter to the editor of the *West Georgian* and request coverage.

C. HOW TO INVITE A SPEAKER TO CAMPUS

The college has adopted the following policy regarding invitations to outside speakers:

Chartered groups of West Georgia students may invite and hear any person of their own choosing. In order to safeguard the college and the college community from abuse and/or disorder and to allow for adequate preparation and scheduling, the student group must request and receive permission through the offices of the Dean of Student Services or the Vice President and Dean of Faculties as appropriate. Invitations to outside speakers must always represent the desire of a chartered group and not the will of an external individual or group.

It should be made clear to the academic and larger community that the sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed either by the sponsoring group or of the institution.

The president of the college or his authorized representative may cancel a speaker's reservation when there is clear and present danger that the appearance would threaten the orderly operation of the college. Such cancellations shall be communicated to the sponsoring organizations through the Dean of Student Services.

D. HOW TO USE A COLLEGE BUS OR VAN

West Georgia College has vehicles with various seating capacities which may be used by registered student groups. These vehicles must be reserved at least one week in advance by a responsible chaperone for the group, and this chaperone must be a college employee who is willing to accept the responsibility for the vehicle and the welfare of the student passengers.

A vehicle request form may be obtained from most school offices. It should be completed by the person responsible for the particular group activity in question and should be sent to the Office of Plant Operations after it has been approved by the Director or Assistant Director of Student Activities.

The student organization reserving college vehicles must have on deposit in the Business Office sufficient funds to cover the anticipated expenses for whatever trips are scheduled. Current usage mileage rates may be obtained from the Office of Plant Operations.

E. SPECIAL NOTE

See the notice on p. 29 regarding the PROHIBITION OF THE SALE OF ALCOHOLIC BEVERAGES AT FUNCTIONS SPONSORED BY CAMPUS ORGANIZATIONS AND PROHIBITION OF SERVING ALCOHOL AT RUSH FUNCTIONS.

Do's and Don't's

By most definitions, whether based on legal age limits or other criteria, college students are adults, and as members of the college community, they are generally treated as such. Typically, for the first time in their lives, new college students don't have to answer to someone else for most of the things they do, and many enjoy and experience this new personal freedom to the limit.

What frequently is not so obvious at first, however, and sometimes not so comfortable, is the corresponding feature of this arrangement—responsibility. As adult members of the college community, students are personally responsible for what they do and say.

This section of the handbook is designed to acquaint students with some of their rights and responsibilities as West Georgia College students.

Rules and Regulations

The College has formulated a number of policies and standards that you will need to become aware of. Many of these are included in this section of the handbook and in the Appendices. Read these at least once so that you'll know where to look in the future.

If you're unsure about any policies mentioned here, there are some places to go for information. For example, if you're planning an event and need assistance, stop by the Student Activities Office in the Student Center or telephone 834-1364, campus ext. 364. Questions concerning personal conduct should be directed to the residence hall staff or the Dean's office in Student Services, Mandeville Hall, telephone 834-1292, campus ext. 292. Problems with academic standards should be taken to your department chairperson's office or to the appropriate school dean.

Remember: if in doubt about anything you plan to do, consult this handbook or the appropriate office or document.

Other college publications containing rules and regulations with which students should become familiar are the *Residence Hall Handbook* (available from the Office of Residence Life), the *Traffic Code* (a book distributed by the Depatment of Public Safety), and the WGC catalog or *Bulletin* (first copy free from Admissions, others from the bookstore).

Personal Conduct

The following passage comes from the introduction to the Student Conduct Code of WGC and should be taken to heart:

"Students are admitted to West Georgia College with the expectation that they will have developed acceptable personal standards of conduct and ethics. Also, students are expected to have a responsible attitude toward regulations and standards of the college, and the laws of the community, state and nation, and to respect the standards of their fellow students. Students assume responsibility for their own conduct . . .

"College regulations go into effect at the time a student matriculates and continue until the time of graduation or withdrawal. By the act of registration the student implies an acceptance of the standards and regulations which are stated in this handbook and in other publications of the college."

A complete statement of the Student Conduct Code, its rules, procedures, guarantees of students rights, disciplinary measures, and appeal procedure is given in Appendix A of this handbook.

Student I.D. Cards

Each student who registers and pays fees receives a photo identification card. The same card is used during a student's entire enrollment at WGC by being validated as the student pays fees each quarter during registration. These cards are non-transferrable and are made available free of charge to students. There is a replacement cost of $10 should the card be lost or destroyed. Cards are made by the Student Activities Office staff in the Student Center, lower level.

Since the card has so many uses, students should carry it with them at all times. It's used to check books and other items out of the Library, to complete financial transactions with the Business Office, as an admission ticket to sporting and cultural events, for identification purposes by personnel in the Registrar's Office, Testing Office, Health Service and Public Safety Department, and is validated as the student's meal ticket.

Should a college official in carrying out official duties request that a student surrender his/her I.D. card, the student is obligated to comply with the request. If a student withdraws from school, the I.D. card must be turned in to the Student Development Center in Mandeville Hall.

In addition to official college functions, you'll find the student I.D. is also very useful off campus, especially when cashing checks in town or confirming your student status for discount admissions, student promotions and the like.

I.D. Cards for Student's Dependents

Because of increasing demands to make college activities more accessible to dependents of West Georgia students, the college has recently instituted an I.D. card for spouses and children of West Georgia students. These cards entitle the holders to participate in the following functions on the same basis as WGC students: movies, game room, basketball games, football games, concerts, special events, theater productions, gym facilities, and library.

The cost for a student dependent I.D. card is $15 a year for adults, $7.50 per year for dependents aged 6-17, and free for children under the age of 6. The fee is prorated: adults pay $15 in the fall quarter, $10 in the winter, and $5 in the spring quarter. Children aged 6-17 pay $7.50 in the fall quarter, $5 in the winter, and $2.50 in the spring. The cost for a card to be effective in the summer only is $5 for adults and $2.50 for children aged 6-17.

Contact the Student Activities Office in the Student Center for information about obtaining student dependent I.D. cards.

The Traffic Code and Designated Parking Zones

Everyone who operates or parks a vehicle on campus is required to register with the Department of Public Safety in Aycock Hall. With so many cars on campus and with limited parking spaces in certain areas, it became necessary during 1981-82 to implement a system of designated parking zones on campus.

Residence hall students are assigned to zones or areas near their halls, commuting students are assigned to other areas, and the faculty and staff also have approved zones. There are some larger, outlying parking areas

which are unrestricted so far as the zoning is concerned. The decal or parking permit affixed to the rear left bumper of vehicles designates the approved parking zone for that vehicle, and drivers who park in inappropriate zones will be ticketed with parking violations. This system is designed to limit traffic flow within the campus, and since residence hall students do not have the option of driving their cars to class and parking near their classroom buildings, hopefully the area within the campus will not become more and more conjested.

Inevitably, there are some students who flagrantly ignore parking regulations, and some of these will accumulate parking tickets by the score, resulting in "holds" being placed on their registration for classes for next quarter because of the large bill they owe the college. To avoid a hassle, pay all traffic and parking tickets promptly within the three-day limit given.

A Traffic Appeals Committee, headed by the elected Student Judiciary Chairman, meets regularly to hear appeals on parking tickets and related matters. All moving violations which occur on campus, however, are handled through the city or county court systems and cannot be appealed through the Traffic Appeals Committee. See the *Traffic Code* booklet, available from the Department of Public Safety, for complete details about registering vehicles, traffic and parking regulations, designated or zoned parking areas, and the appeals procedure in parking related cases.

No Smoking in Class

Smoking, whether by faculty or students, is not permitted in classrooms while class is in session nor in the gymnasium or the library except in designated areas. Smoking is permissible in the classroom between classes and at other times when a class is not being held provided appropriate receptacles are used.

Peaceful Demonstrations

The following statement gives the policy of the college allowing peaceful demonstrations and expressions of dissent. See Appendix C for a full statement of the philosophy and policy of the Board of Regents of the University System regarding disruptive behavior.

Recognizing the rights of free speech and peaceful assembly are fundamental to the democratic process, the College supports the rights of students to express their views or to peacefully protest and peacefully dissent against actions and opinions with which they disagree.

On-campus demonstrations, cleared at least 48 hours in advance through the office of the Dean of Student Services, may be conducted in areas which are generally available to students provided such demonstrations are conducted in an orderly manner, do not interfere with vehicular or pedestrian traffic, do not interfere with classes, scheduled meetings and ceremonies, or with other events and processes of the College.

Non-members of the colege community shall not be permitted to engage in activities which disrupt, obstruct, or in any way interfere with the pursuits of teaching, learning, campus activities, or any college process.

Alcoholic Beverage Policy

As of September 1, 1980, Georgia law requires that individuals be 19 years of age or older in order to possess or consume alcoholic beverages; therefore, the following policy has been adopted. For additional information on a student's personal responsibility regarding alcoholic beverages, see the Student Conduct Code of the college, Appendix A in this handbook.

1. Alcoholic beverages will not be served at any student function on campus. This includes social events for which a collection among members of a particular oganization or residence hall is taken. It also rules out the furnishing of free beer by beer companies at any social event on campus.
2. Consumption of alcoholic beverages is prohibited in all areas of the campus other than individual residence hall rooms and those authorized in item 5 below.
3. Alcoholic beverages (beer and wine only) may be served at scheduled events where students will not be present in the Food Service Building, the Pavilion, the Alumni House, and the area generally known as Love Valley.
4. No college funds, including Student Activities funds and residence hall social fees, shall be used to purchase alcoholic beverages.
5. BYO ("Bring Your Own") functions shall be limited to the lower level of the Food Service Building, the Pavilion, and Love Valley. *All such events must be approved by the Student Activities Office.* Beer and wine in amounts appropriate for individual consumption may be brought in by persons aged 19 or older.
6. Adverising of off-campus events at which alcohol will be served must be approved by the Student Activities Office. Such advertising must be monitored in order to assure that there is no implied sponsorship by the college and that the college does not appear to condone the illegal sale or serving of alcoholic beverages.
7. The furnishing of alcoholic beverages to underage persons and the possession or consumption of alcoholic beverages by underage persons on campus will subject the violator to college disciplinary action and/or arrest.

MORE ON ALCOHOL—See p. 29

Hazing

All hazing is forbidden at West Georgia. Both the Student Conduct Code, which defines acceptable limits on personal conduct, and policies approved for the operation of student organizations strictly prohibit hazing of any kind. The Student Conduct Code says "All rites and ceremonies of induction, initiation or orientation into college life or into the life of any college group which tends to occasion or allow physical or mental suffering

are prohibited." All students should also read the much more complete definition of hazing as it relates to the conduct of student organizations. It is quoted in Appendix B.

Confidentiality of Student Records

In 1974 the U.S. Congress passed a law, the Family Educational Rights and Privacy Act (FERPA), which states that an educational institution must establish a written policy concerning the confidentiality of student education records and that students must be notified of this statement of policy and their rights under the legislation. In accordance with the Act, students at West Georgia College are hereby notified that they have the following rights:

1. The right to inspect and review educational records covered by the Act.
2. The right to challenge (seek correction of) the contents of these records.
3. The right to a hearing, if necessary, for a fair consideration of such a challenge.
4. The right to place an explanatory note in the record in the event that the challenge of contents is unsuccessful.
5. The right to control, with certain exceptions, the disclosure of the contents of the record.
6. The right to be informed of the existence and availability of the institutional policy concerning FERPA rights.
7. The right to report violations of FERPA legislation to the Department of Health, Education, and Welfare.

See Appendix G of this handbook for a complete list of educational records maintained on students, the custodians of those records, and specific policies and procedures for administering the steps required by FERPA.

"Home Away From Home"

Carrollton, a growing suburban home of 15,000 people, is also the home-away-from-home for over 3,000 of West Georgia College's 5,500 students. You will be pleased to find how much a city of its size has to offer to college students and that you don't have to leave Carrollton to satisfy most of your off-campus needs.

The students of West Georgia College and the people of Carrollton have traditionally enjoyed a mutually cooperative relationship. Despite Carrollton's rapid growth, you will find that it still possesses a friendly, down-home atmosphere.

The College urges you to treat Carrollton, your home-away-from-home, as you would your own home . . . with respect for its laws, its property, and its people.

Many students have utilized Carrollton's resources and gotten to know its people. Community involvement is a valuable experience in your total education, and the College encourages you to "discover Carrollton" while you are here.

Use of College Facilities

As any WGC student who has attended summer school knows, facilities at the college are sometimes used by others than students and faculty. This is clearly demonstrated by the large number of drill teams, sports camps, band groups and others who visit the campus during the summer. The following guidelines have been adopted by the college to govern such use by non-college personnel.

1. Invited guest are allowed use of college facilities provided they are:
   a. Invited by an individual student for a specific occasion.
   b. Invited by an agency of the college for conferences, special functions, tours or official visits.
   c. Invited by a recognized student organization to attend specific programs.

   The use of the facilities by a guest is limited to a specific occasion to which he/she is invited and is not to be interpreted to include regular repeated use of the facilities.

2. Public Service programs of meetings are commonly scheduled:
   a. Programs of a special nature which are principally designed to provide members of the college community with viable linkages with a larger city community on matters of social and cultural relationships and with public service projects or activities.
   b. Activities sponsored by recognized non-profit service organizations for which no other suitable facilities are available within the local area and for which it can be clearly demonstrated that a major public or institutional benefit would be rendered.
   c. Programs sponsored by outside organizations or groups, mainly in the summer months, in which pre-college students participate and when such programs are determinnd to be in the best interest of the college.

Weather/Emergency Closing

Because of the difficulty of making up lost time, classes are cancelled only in extreme circumstances. In the event of emergency college closing, announcements will be made over the campus radio station as well as radio stations in Carrollton, Newnan, Bremen, and Douglasville, and radio and television stations in Atlanta.

Occasionally, students commuting to the campus from distant points encounter weather which makes travel difficult; students are advised to use their best judgment in those situations and to consult with individual faculty members as to making up lost class time.

The college reserves the right to schedule additional class sessions should some be cancelled.

Official announcements about class cancellations will be made

Official announcements about class cancellations will be made only by the offices of the President and/or the Department of Public Relations.

Information on closing can also be obtained by calling the Department of Public Safety, 834-1260 (day and

night), or the Department of Public Relations, 834-1390 (daytime only).

Student Voting Privileges

Students are encouraged to vote in all federal, state, and local elections. Until recently, in fact, classes were canceled on election days for both Georgia and federal elections, but this is no longer the case. Board of Regents' policy now states: "A student whose class schedule would otherwise prevent him or her from voting will be permitted an excused absence for the interval required for voting."

It is suggested that students plan to submit absentee ballots when they will be away from home on election days. Applications for absentee ballots may be obtained from the Student Information and Ticket Booth in the Student Center.

Classification as a Georgia Resident or Nonresident

A student is responsible for registering under the proper residency classification. A student classified as a nonresident who believes that he or she is entitled to be reclassified as a legal resident may petition the Registrar for a change in status. The petition must be filed no later than sixty (60) days after the quarter begins in order for the student to be considered for reclassification for that quarter. If the petition is granted, reclassification will not be retroactive to prior quarters. The necessary forms for this purpose are available in the Registrar's Office.

Dry Rush and No Sale of Alcohol by Student Groups

Because Georgia law requires that persons be 19 or older in order to consume alcoholic beverages, the College does not permit the furnishing of alcoholic beverages at rush functions where the great majority of students present are not of legal age. Likewise, the College cannot continue its affiliation with student groups which sell alcoholic beverages in any fashion. The legal definition of "sale" includes any exchange of money, before during, or after the event, including but not limited to coupons, admission charges, and "donations." The legal sale of alcoholic beverages in the state of Georgia requires a license.

Directory

Problem	Where To Go	Place	Telephone*
Academic			
Advisement	Academic Advisor	Respective Office	
Probation	Administrative Asst. to V.P.	Sanford	834-1393
Regulations	Administrative Asst. to V.P.	Sanford	834-1393
Activities	Student Activities Office	Student Center	834-1364
Add or Drop Courses	Registrar's Office	Mandeville	834-1414
Addresses	Registrar's Office	Mandeville	834-1414
Athletics			
Intercollegiate	Athletic Department	H/PE	834-1357
Intramurals	Student Activities	Student Center	834-1364
Auditing Classes	Registrar's Office	Mandeville	834-1414
Bills, Fee Charges	Business Services	Melson	834-1400
Books & Supplies	Campus Bookstore	Student Center	834-1256
Caps & Gowns	Campus Bookstore	Student Center	834-1256
Catalogs	Admissions	Mandeville	834-1290
	Campus Bookstore	Student Center	834-1256
Changing Majors	Academic Department	Respective Office	
Check Cashing	Business Services	Melson	834-1400
Commencement	Public Relations	Auditorium	834-1390
Continuing Education	Continuing Education Office	Adamson	834-1360
Co-op	Co-op Education Office	Mandeville	834-1463
Counseling			
Academic	Advisor	Respective Office	
	Student Development Center	Mandeville	834-1416
Career	Student Development Center	Mandeville	834-1416
Handicapped	Student Development Center	Mandeville	834-1416
Personal	Student Development Center	Mandeville	834-1416
Credit by Examination	Testing Office	Mandeville	834-1472
Declaring Majors	Academic Department	Respective Office	
Degree Application	Registrar's Office	Mandeville	834-1414
Directory Information	Student Services	Mandeville	834-1312
Dining Facilities	Food Service Center	Food Service Center	832-1496 (Dial complete No.)
	Snack Bar	Student Center	832-3959 (Dial complete No.)
Emergencies	Public Safety	Aycock	834-1260
Employment	Placement Office	Mandeville	834-1427
Events & Activities	Information Center	Bonner House	834-1392
	Student Information Center	Student Center	834-1364
Fees & Payments	Business Services	Melson	834-1400
Final Exam Schedule	Registrar's Office	Mandeville	834-1414
Financial Aid	Financial Aid Office	Mandeville	834-1265
Foreign Student Affairs	Student Development Center	Mandeville	834-1416

**If dialing from a campus phone, dial only the last three digits.*

Problem	Where To Go	Place	Telephone*
Fraternities	Student Activities Office	Student Center	834-1364
GI Bill Benefits	Registrar's Office	Mandeville	834-1414
Grades	Professor	Respective Office	
	Registrar's Office	Mandeville	834-1414
Graduate School	Graduate School Office	Mandeville	834-1386
Graduation	Registrar's Office	Mandeville	834-1414
Honors Program	Honors Committee	Classroom Arts	834-1220
I.D. Cards	Student Activities Office	Student Center	834-1364
Information	Student Services	Mandeville	834-1312
Internships	Placement Office	Mandeville	834-1427
Jobs, off campus	Placement Office	Mandeville	834-1421
Jobs, on campus	Financial Aid Office	Mandeville	834-1265
Legal Advice	Rm 1, Business Bldg.	Business School	834-1243
Library	WGC Campus Library	Library	834-1370
Locate students	Student Services	Mandeville	834-1312
Lost and Found	Public Safety	Aycock	834-1260
Meal Tickets	Campus Bookstore	Student Center	834-1256
Medical Services	Health Services	Health Center	834-1338
Organizations	Student Activities Office	Student Center	834-1364
Parking			
Permits	Public Safety	Aycock	834-1260
Payment of Fines	Public Safety	Aycock	834-1260
Appeals of Fines	Public Safety	Aycock	834-1260
Placement Service	Placement Office	Mandeville	834-1427
Post Office	Campus Post Office	Student Center	834-1320
Police, Campus	Public Safety	Aycock	834-1260
Radio Station	WWGC FM	Geography	834-1355
Reading & Study Skills	Special Studies Office	Mandeville	834-1472
	Student Development Center	Mandeville	834-1416
Readmission	Registrar's Office	Mandeville	834-1414
Refrigerator Rentals	Campus Bookstore	Student Center	834-1256
Registration	Registrar's Office	Mandeville	834-1414
Residence Halls	Residence Life Office	Mandeville	834-1200
Residency	Registrar's Office	Mandeville	834-1414
Classification			
Scheduling Campus Activity	Information & Visitors Center	Bonner House	834-1392
Scholarships	Financial Aid Office	Mandeville	834-1265
Social Security Benefits	Registrar's Office	Mandeville	834-1414
Sororities	Student Activities Office	Student Center	834-1364
Student Government	Student Government Office	Student Center	834-1367
Student Handbook	Student Services Office	Mandeville	834-1312
Summer School	Registrar's Office	Mandeville	834-1414
Transcripts	Registrar's Office	Mandeville	834-1414
Transfer Credit Evaluation	Registrar's Office	Mandeville	834-1414
Transfer Students	Admissions Office	Mandeville	834-1290
Transient Permission	School Dean	Respective Office	
Tutoring	Student Development Center	Mandeville	834-1416
Veterans Benefits	Registrar's Office	Mandeville	834-1414
Visitor Parking Pass	Public Safety	Aycock	834-1260
Withdrawal			
From course	Professor & Departmental Office		
From college	Student Development Center	Mandeville	834-1416
Work/Study Program	Financial Aid Office	Mandeville	834-1265

**If dialing from a campus phone, dial only the last three digits.*

ACADEMIC DEPARTMENTS

Department	Chairperson	Building & Room No.	Telephone*
Accounting & Finance	Dr. Paul Baker	Social Science, 123	834-1244
Administrative Systems and Business Education	Dr. Don Crawford	Business, 101	834-1246
Art	Mr. Bruce Bobick	Humanities, 321	834-1235
Biology	Dr. Edward Gilbert	Biology/Chemistry, Main off.	834-1314
Chemistry		Biology/Chemistry, 106	834-1310
Counseling & Educational Psy.	Dr. Arthur L. Sanders	Education, 208-A	834-1335
Developmental Studies	Mr. Charles Wilson	Mandeville, 222	834-1472
Early Childhood Education	Dr. Verl Short	Education, 204	834-1303
Economics	Dr. C. Blair Housley	Social Science, 315	834-1340
Educational Leadership	Dr. Gerard F. Lentini	Education, 204-205	834-1300
English	Dr. James Mathews	Humanities, 139	834-1220
Fine Arts	Dr. Robert Coe	Humanities, 105	834-1224
Foreign Languages	Dr. Douglas R. Hilt	Humanities, 154	834-1230
Geography	Dr. Jim O'Malley	Geography, Main Office	834-1353
Geology	Dr. Sumner Long	Callaway, 101	834-1250
History	Dr. Stephen Hanser	Social Science, 217	834-1345
Marketing & Management	Dr. Frank Hunsicker	Business, 13	834-1243
Mathematics & Computer Science	Dr. Chatty R. Pittman	Math/Physics, 310	834-1380
Media	Dr. Gerard F. Lentini	Education, 129	834-1300
Middle Grades Education/ Reading	Dr. George McNinch	Education, 204-205	834-1303
Nursing	Ms. Jeanette Bernhardt	Biology/Chemistry, 220	834-1407
Philosophy	Dr. David Higgins	Humanities, 144	834-1230
Physical Education & Recreation	Dr. Thomas Leaming	Health/Physical Education, 201	834-1357
Physics	Dr. Herman Boyd	Math/Physics, 208	834-1375
Political Science	Dr. Donald Wells	Social Science, 140	834-1342
Psychology	Dr. Myron Arons	Social Science, 317	834-1423
Secondary Education	Dr. Edna Edwards	Education, 200	834-1327
Sociology/Anthropology	Dr. William T. Simons	Social Science, 117	834-1350
Special Education	Dr. William Moeny	Education, 327	834-1332

** If dialing from a campus phone, dial only the last three digits.*

DEPARTMENTS AND OFFICES

Department	Location	Telephone*
Academic Affairs	Sanford Hall	834-1393
Admissions	Mandeville Hall	834-1290
Alumni Affairs	Alumni House	834-1263
Arts and Sciences School	Melson Hall	834-1396
Bookstore	Student Center	834-1256
Business School	Business School Building	834-1246
Business Office	Melson Hall	834-1400
Central Duplicating	Auditorium, Basement	834-1430
Food Services	Food Service Building, Z-6	834-1496**
Continuing Education	Adamson Hall	834-1360
Cooperative Education	Mandeville Hall	834-1463
Counseling	Mandeville Hall	834-1416
College Program Board	Student Center	834-1404
Day Care Center	Aycock Hall	834-1459
Developmental Studies	Mandeville Hall	834-1472
Education School	Education Center	834-1268
Evening Studies	Adamson Hall	834-1461
Financial Aid	Mandeville Hall	834-1265
Graduate School	Mandeville Hall	834-1386
Health Services	Health Center	834-1338
Intercollegiate Athletics	Health-Physical Education Bldg.	834-1357
Intramural Athletics	Student Center	834-1365
Intramural Hot Line	Student Center	834-8200**
Job Location and Development	Mandeville Hall	834-1421
Library	Irvin S. Ingram Library	834-1370
Placement	Mandeville Hall	834-1427
Post Office	Student Center	834-1320
President	Sanford Hall	834-1388
Public Relations	Auditorium	834-1390
Public Safety	Aycock Hall	834-1260
Registrar	Mandeville Hall	834-1414
Residence Life	Mandeville Hall	834-1200
Student Activities	Student Center	834-1364
Student Development Center	Mandeville Hall	834-1416
Student Information Center	Student Center	834-1364
Student Locater Service	Mandeville Hall	834-1312
Student Government	Student Center	834-1437
Student Services, Dean	Mandeville Hall	834-1292
Testing	Mandeville Hall	834-1472
Vice President, Academic	Sanford Hall	834-1393
West Georgian	Student Center	834-1366
WWGC Radio Station	Geography & Learning Resources	834-1355
Visitors Center	Bonner House	834-1392

**If dialing from a campus phone, dial only the last three digits.*
***Not campus extensions.*

Residence Hall Pay Stations

AYCOCK HALL

2nd floor	834-9136
3rd floor	834-9137

BOWDON HALL

Resident Manager		834-1445
1-A	(101-116)	832-9113
1-B	(117-133)	832-9512
1-C	(134-150)	832-9248
2-A	(201-216)	832-9249
2-B	(217-233)	832-9274
2-C	(234-250)	832-9203
3-A	(301-316)	832-9285
3-B	(317-333)	832-9513
3-C	(334-350)	832-9132

BOYKIN HALL

Head Resident		834-1432
Alpha Gamma Delta		
1-A	(101-117)	832-9535
Kappa Delta		
1-C	(131-147)	832-9549
Chi Omega		
2-A	(201-217)	832-9270
Phi Mu		
2-C	(231-247)	832-9542
Alpha Kappa Alpha		
3-A	(301-317)	832-9126
Tri Delta		
3-C	(331-347)	832-9534

COBB HALL

Head Resident		834-1426
1-East	(101-122)	832-9264
1-West	(136-150)	832-9289
2-East	(202-225)	832-9574
2-West	(226-248)	832-9541

DOWNS HALL

Resident Manager		834-1443
Main Lobby		832-9533
1-B	(101-118)	832-9198
1-C	(121–136)	832-9291
1-D	(141-156)	832-9525
2-B	(201-218)	832-9196
2-C	(221-236)	832-9214
2-D	(214-256)	832-9539
3-B	(301-318)	832-9182
3-C	(321-336)	832-9230
3-D	(341-356)	832-9236

GUNN HALL

Head Resident		834-1457
1-A	(101-117)	832-9591
1-C	(131-147)	832-9222
2-A	(201-217)	832-9106
2-C	(231-247)	832-9163
3-A	(301-317)	832-9259
3-C	(331-347)	832-9118

PRITCHARD HALL

Resident Manager		834-1441
1-N	(101-112)	832-9271
1-W	(121-135)	832-9104
1-S	(141-155)	832-9287
2-N	(201-216)	832-9260
2-W	(221-235)	832-9138
2-S	(241-255)	832-9290
3-N	(301-316)	832-9255
3-W	(321-335)	832-9286
3-S	(341-355)	832-9178

ROBERTS HALL

Resident Manager		834-1447
0-B	(001-012)	832-9216
0-C	(013-020)	832-9124
1-B	(101-125)	832-9169
1-C	(126-150)	832-9128
2-A	(201-225)	832-9546
2-B	(226-247)	832-9194
2-C	(248-272)	832-9141
3-A	(301-325)	832-9136
3-B	(326-350)	832-9220

ROW HALL

Head Resident		834-1446
1-E	(130-145)	834-9135
2-E	(202-219)	834-9131
3-E	(302-319)	834-9134
1-W	(107-121)	834-9133
2-W	(220-238)	834-9130
3-W	(331-338)	834-9132

STROZIER HALL

Head Resident		834-1444
1-N	(104-121)	832-9581
1-S	(124-135)	832-9579
1 Annex	(136-157)	832-9583
2-N	(203-220)	832-9578
2-S	(222-240)	832-9577
2 Annex	(241-263)	832-9582
3 Annex	(301-323)	832-9145

TYUS HALL

Head Resident	834-1442
Lobby	832-9195
	also
	832-9127

WATSON HALL

Resident Manager		834-1466
1-A	(101-120)	832-9551
1-B	(121-132)	832-9540
1-C	(133-149)	832-9219
2-A	(201-221)	832-9561
2-B	(222-234)	832-9275
2-C	(236-252)	832-9283
3-A	(301-321)	832-9224
3-B	(322-334)	832-9197
3-C	(335-352)	832-9278
Basement by Rec. Room		832-9159

(If dialing head residents or resident directors from a campus phone, dial the last three digits only.)

APPENDIX A
STUDENT CONDUCT CODE AND DISCIPLINARY PROCEDURES

Students are admitted to West Georgia College with the expectation that they will have developed acceptable personal standards of conduct and ethics. Also, the students are expected to have a responsible attitude toward regulations and standards of the college, and the laws of the community, state and nation, and to respect the standards of their fellow students. Students assume responsibility for their own conduct, and through their hall councils and the student judiciary system, accept responsibility for the behavior of their fellow students.

College regulations go into effect at the time a student matriculates and continue until the time of graduation or withdrawal. By the act of registration the student implies an acceptance of the standards and regulations which are stated in this handbook and in other publications of the college. Students should realize that any behavior which reflects adversely upon the students of West Georgia College or upon the College will make the individual involved liable for disciplinary action. This is true whether the incident occurs on campus or off campus.

STUDENT CONDUCT CODE

I. ACADEMIC IRREGULARITY

1. No student shall receive or give assistance not authorized by the instructor in the preparation of any essay, laboratory report, examination or other assignment included in an academic course.

2. No student shall take or attempt to take, steal or otherwise procure in an unauthorized manner any material pertaining to the conduct of a class, including but not limited to tests, examinations, laboratory equipment and roll books.

3. No student shall sell, give, lend or otherwise furnish to any unauthorized person material which can be shown to contain the questions or answers to any examinations scheduled to be given at any subsequent date in any course of study offered by the college, without authorization from the instructor.

4. Plagiarism is prohibited. Themes, essays, term papers, tests and other similar requirements must be the work of the student submitting them. When direct quotations are used, they must be indicated, and when the ideas of another are incorporated in the paper, they must be appropriately acknowledged.

II. ALCOHOLIC BEVERAGES

The drinking, possession, or transportation of alcoholic beverages is discouraged. The drinking, possess or transportation of alcoholic beverage by any student under the age of 19 is strictly prohibited. No policy or regulation of the college sanctions either the use of alcoholic beverages or actions in contravention of State, Federal, or local laws regarding their purchase or consumption. Such laws are strictly applicable.

Consumption of alcoholic beverages on the campus is prohibited with the exception of rooms leased by students in residence halls and when authorized at social functions in residence halls, in the area adjacent to the Student Center known as "Love Valley," the lower level of the Food Service Center, and the Pavilion.

1. Alcoholic beverages which are being transported to or from private living quarters must be in a bag or their covering container.

2. Consumption or display of alcoholic beverages is prohibited in residence hall non-private areas such as lobbies, recreation rooms, lounges, or community baths.

3. No student shall be in an intoxicated condition at any time or on any occasion on or off campus, as made manifest by boisterousness, rowdiness, obscene or indecent conduct or appearance, or by vulgar, profane, lewd, or unbecoming language.

See also the Alcoholic Beverage Policy quoted elsewhere in this handbook.

III. DAMAGE TO PROPERTY

Malicious or unauthorized intentional damage or destruction of property belonging to the college, to a member of the college community, or to a visitor to the campus, is prohibited.

IV. DISORDERLY ASSEMBLY

1. No student shall assemble on campus for the purpose of creating a riot or disorderly diversion which interferes with the normal operation of the college. This section should not be construed so as to deny any student the right of peaceful, non-disruptive assembly.

2. No student or group of students shall obstruct the free movement of other persons about the campus, interfere with the use of college facilities, or materially interfere with the normal operation of the college or with authorized events being held on the campus.

3. The abuse or unauthorized use of sound amplification equipment indoors or outdoors during classroom hours is prohibited. (Any use of sound amplification equipment must be cleared through the Student Activities Office.)

V. DISORDERLY CONDUCT

1. Disorderly or obscene conduct or breach of the peace on college property or at any function sponsored or supervised by the college or any recognized college organization is prohibited.
2. No student shall push, strike, or physically assault, or threaten to do the same, to any member of the faculty, administration, staff or student body or any visitor to the campus.
3. No student shall enter or attempt to enter any dance or social, athletic or any other event sponsored or supervised by the college or any recognized college organization without credentials for admission, i.e., ticket, identification card, invitation, or any reasonable qualifications established for attendance. At such college functions a student must present proper credentials to properly identified college faculty and staff upon their request.
4. No student shall interfere with, or give false name to, or fail to cooperate with, any properly identified college faculty, administration or staff personnel while these persons are in the performance of their duties.
5. The following are expressly prohibited: harassment of, or interference with, firemen, policemen or other persons engaged in the performance of their official duties; forcible detention of any person on College property; loitering on the campus especially in the areas adjacent to the Student Center, gymnasium or residence halls.

VI. DRUGS

The possession or use (without valid medical or dental prescription), manufacture, furnishing, or sale of any narcotic or dangerous drug controlled by federal or Georgia law is prohibited.

VII. FALSIFICATION OF RECORDS

No student shall alter, counterfeit, forge, or cause to be altered, counterfeited, or forged, any record, form or document used by the college. No student shall furnish false information to the college.

VIII. EXPLOSIVES

No student shall possess, furnish, sell or use explosives of any kind on college property or at functions sponsored or supervised by the college or any recognized college organization.

IX. FIRE SAFETY

1. No student shall tamper with fire safety equipment.
2. The unauthorized possession, sale, furnishing or use of any incendiary device is prohibited.
3. No student shall set or cause to be set any unauthorized fire in or on college property.
4. The possession or use of fireworks on college property or at events sponsored or supervised by the college or any recognized college organization is prohibited. Fireworks are defined as any substance prepared for the purpose of producing a visible or audible effect by combustion, explosion, or detonation.
5. No student shall make, or cause to be made, a false fire alarm.

X. WEAPONS

Students are prohibited from possession of firearms on college property or at events sponsored or supervised by the college or any recognized college organization. The possession or use of any other offensive weapons is prohibited.

XI. HAZING

All rites and ceremonies of induction, initiation or orientation into college life or into the life of any college group which tend to occasion or allow physical or mental suffering are prohibited. See Appendix B for a more complete definition of hazing.

XII. JOINT RESPONSIBILITY FOR INFRACTIONS

Students who knowingly act in concert to violate college regulations have individual and joint responsibility for such violation and such concerted acts are prohibited.

XIII. STUDENT IDENTIFICATION CARDS

1. Lending, selling or otherwise transferring a student identification card or meal ticket is prohibited.
2. The use of a student identification card or meal ticket by anyone other than its original holder is prohibited.

XIV. THEFT

1. No student shall sell a textbook not his own without written permission of the owner.
2. No student shall take, attempt to take, or keep in his possession, items of college property, or items belonging to students, faculty, staff, student groups or visitors to the campus without proper authorization.

XV. UNAUTHORIZED ENTRY OR USE OF COLLEGE FACILITIES

1. No student shall make unauthorized entry into any college building, office, or other facility; nor shall any person remain without authorization in any building after normal closing hours.
2. No student shall make unauthorized use of any college facility.
3. Unauthorized possession or use of college keys is prohibited.
4. Students and/or student groups may not make reservations in their names for outside groups or organizations to use College space.

XVI. GAMBLING

The playing of cards or any other game of skill or chance for money or other items of value is prohibited.

XVII. REPEATED VIOLATIONS

Repeated violations of published rules or regulations of the college, which cumulatively indicate an unwillingness or inability to conform to the standards of the college for student life, will result in the severest penalties applicable.

XVIII. VIOLATION OF OUTSIDE LAW

Violation of local, state, or federal law, on or off the campus, which violative act constitutes a clear and present danger of material interference with the normal, orderly operation and processes of the college, or with the requirements of appropriate discipline, is prohibited.

XIX. MISUSE OF COLLEGE NAME

Use of the college's name for soliciting funds or for some other activity without prior approval of proper college authorities, or any misuse of the college's name, is prohibited.

XX. SOLICITATION

With the following exceptions, solicitation on the West Georgia College campus is prohibited:

1. Any organization sponsoring fund raising activities on campus by selling doughnuts, candy, cakes, cookies or other novelties generally accepted as fund raising items.
2. Distribution of information.
3. Military recruitment or other recruitment activity under sponsorship of the Placement Office.
4. Visits by company representatives to residence hall must be by appointment only unless sponsored by a hall council as an educational pogram.
5. Sale of tickets to college sponsored activities.
6. Requests for financial support from student organizations by non-profit or charitable organizations.

Any activities involving solicitation must comply with existing regulations regarding use of college facilities. All types of door to door solicitation in the residence halls is specifically prohibited.

XXI. VIOLATION OF CAMPUS TRAFFIC RULES AND REGULATIONS

(See the Department of Public Safety for a copy of the current Traffic Code.)

Anyone registering a vehicle on behalf of another student is subject to a fine of $25.00.

XXII. VIOLATIONS OF COLLEGE HOUSING REGULATIONS

(See the Department of Residence Life for a copy of the current *Residence Hall Handbook.*

CHANGING STUDENT CONDUCT CODE

The Student Government Association shall be empowered to recommend desired changes through the Faculty Senate Committee on Student Activities and through the offices of the Dean of Student Services and the President of the College. Students shall be notified of approved changes through announcements in the *West Georgian.* Changes will become effective upon publication.

DISCIPLINARY PROCEDURES

When a student is charged with violation of conduct regulations, disposition of the student's case shall be afforded according to Constitutional requirements, due process and in keeping with the procedures outlined below:

1. All complaints of alleged violation by a student shall be made in writing to the Office of Student Services. Each complaint shall contain a statement of facts outlining each alleged act of misconduct.
2. The student shall be notified that he/she is accused of a violation and will be asked to come in for a conference to discuss the complaint.
3. At the above mentioned conference, the student shall be advised that:
   a. The case is being referred to the disciplinary system.
   b. He/she may, in writing admit or deny the alleged violation, waive all further hearing, and request that the college officials take appropriate action.
   c. He/she may, in writing, admit or deny the alleged violation and request that the case be referred to the college disciplinary system for a hearing.
4. The student is expected to notify his or her parents or guardian of the charges, and they may request a conference with college officials prior to the hearing. College officials will assume, unless notified otherwise, that the student is a dependent according to the Internal Revenue Code of 1954, Section 152 and may at their discretion notify the student's parents or guardian of the disciplinary case. (See Apendix G—Family Educational Rights and Privacy Act, pp. 44-45.)
5. The decision reached by the hearing board shall be communicated in writing to the Dean of Student Services as a recommendation. It will specify the action taken by the hearing body and the interest of the college which has been adversely affected by the conduct which necessitated the disciplinary action. Upon the request of the student or his parents or guardian, a summary of the evidence will be communicated.
6. The student shall be notified in writing of his or her right to appeal the decision of the hearing body. In cases of appeal, any action assessed by the hearing body shall be suspended pending the outcome of the appeal to the President of the college. A copy of the final decision shall be mailed to the student and, if the student is a minor or if he so requests, to his parents or guardian.

RIGHTS OF STUDENT DEFENDANT

In formal hearings, the student defendant shall be afforded all rights required by due process including:

1. The right to an advisor of his or her choice.
2. The right to question the complaintant.
3. The right to present evidence in his or her behalf.
4. The right to call witnesses in his or her behalf.
5. The right to remain silent and have no inference of guilt drawn from such silence.
6. The right to cross examination.
7. The right to appeal if suspension or expulsion is imposed.
8. A tape recording and/or summary transcription of the proceedings shall be kept and made available at the student's request for the sole purpose of appeal from a decision of suspension or expulsion. The student may also have a verbatim transcript made at his own expense. The college shall also have this option at its expense.
9. The right to be advised of his right to appeal.
10. The right to attend classes and required college functions until a hearing is held and a decision is rendered. Exceptions to this would be made when the student's presence would create clear and present danger or material interference with the normal operation and processes or the requirements of appropriate discipline at the college.

In such case, the Office of Student Services may impose temporary protective measures, including suspension, pending a hearing, which may be reasonably necessary. Such temporary protective measures may be applied where the student is accused of violation of a college regulation or of a local, state or federal law or regulation. It is understood that such temporary protective measures, if applied, will be without avoidable prejudice to the student.

DISCIPLINARY MEASURES

The following are possible disciplinary measures which may be imposed upon a student for an infraction of the Student Conduct Code. This list shall not be taken to be exhaustive and may be enlarged or modified to meet particular circumstances in any given case.

1. Expulsion—permanent severance of the student's relationship with the college.
2. Disciplinary Suspension—temporary severance of the student's relationship with the college for a specific period of time, though not less than one quarter.
3. Disciplinary Probation—notice to the student that any further major disciplinary violation may result in suspension; disciplinary probation might also include one or more of the following: the setting of restriction, the issuing of a reprimand, restitution.
4. Reprimand:
   Oral Reprimand—an oral disapproval issued to the student.
   Letter Reprimand—a written statement of disapproval to the student.
5. Restrictions—exclusion from enjoying or participating in:
   A. Social activities
   B. Identification card privileges
6. Restitution and Fines—reimbursement for damage to or misappropriation of property; this may take the form of appropriate service or other compensation.
7. Forced Withdrawal—from the academic course within which the offense occurred without credit for the course.
8. Change in Grade—for the course in which the offense occurred.

APPEALS PROCEDURE

When a student is expelled or suspended by action of the judicial system, such student shall have the right to appeal in accordance with the following procedures:

1. The person aggrieved shall appeal in writing to the President of the college within five days after notification of the decision of which he complains. The President shall within five days appoint a committee composed of three members of the faculty of the college or he shall utilize the services of an appropriate existing committee. This committee shall review all facts and make its finding and report thereon to the President. After consideration of the committee's report, the President shall within five days make a decision which shall be final so far as the institution is concerned.
2. A student may appeal on grounds that the evidence was not sufficient to find him guilty or other specified relevant grounds. In either case he shall clearly state his grounds for appeal in his written statement to the President.
3. The President shall be given a tape recording and/or written summary of the proceedings in the original hearing by the judicial system. If a verbatim transcript has been made, it shall be made available to the President for his consideration.
4. When the President of the college has rendered his decision in writing on any appeal, the student will be considered to have exhausted his remedies on the local level.
5. Should the aggrieved person be dissatisfied with the decision of the President, he shall have the right to appeal in writing to the Board of Regents. An appeal to the Board of Regents shall be submitted in writing to the Executive Secretary of the Board within a period of ten days after the President's decision and shall cite all reasons for dissatisfaction with the previous decision.
6. Notwithstanding any other provision, the President is authorized to review any student discipline case and take such action as he deems appropriate with respect thereto. His review may be based upon (1) the record made before the judiciary system, (2) oral or written arguments made to him by the parties or their representatives, (3) a de novo evidentiary hearing before him, or (4) any combination of the foregoing methods.

APPENDIX B
COLLEGE HAZING POLICY

All rites, ceremonies or practices of initiation or orientation into college life, or into the life or membership or any college group or organization, should be of an educational, historical, functional, and inspirational nature consistent with the accepted principles of higher education at West Georgia College.

Any rites of induction, practices, ceremonies, or behaviors which tend to occasion, require or allow mental or physical suffering are prohibited.

Specifically, hazing is defined as any action taken or situation created, intentionally or unintentionally, on or off campus, which could be reasonably expected to produce mental or physical discomfort, embarrassment, harassment, ridicule, the violation of college rules and regulations, the violation of the laws or policies of the parent organization and/or the violation of any local, state, or national laws. All rules and regulations of West Georgia College as well as local, state, and national laws shall supersede those policies of national or local organizations. All assessments as to the appropriateness of an action will be considered within the context of the standards of the total college community.

Activities considered to be hazing shall include one or both of the following elements: (1) coercion, either overt or covert, and (2) production of physical or mental discomfort in either the participants or spectators. Such activities suggested by a group or a member of a group to new or trial members will be considered covert coercion even if the activity is said to be "Voluntary."

Several specific actions or practices that are considered to be hazing are:

(1) Paddling in any form
(2) Physical and psychological shocks
(3) Performances producing excessive fatigue, physical exhaustion, or physical injury
(4) Performances that are hazardous or dangerous in any way
(5) Tasks of personal servitude
(6) Physical disfigurements (temporary or permanent)
(7) Wearing or displaying of improper apparel or other articles in public
(8) Nudity in public
(9) Any morally degrading or humiliating games or other activities
(10) Any late work sessions or meeting which interfere with scholastic activities or requirements
(11) Loud noises or other activities which disturb the neighborhood
(12) Activities or actions that require or include theft
(13) Any action which brings the reputation of the group or organization into public disfavor or disrepute.

IMPLEMENTATION

Each and every organization has the responsibility for informing its membership, both old and new, of any important college policies including those on hazing. All West Georgia College organizations are responsible for the actions of all visiting members, friends, and/or alumni who will be subject to the same behavioral standards and policies as members of the organization.

The Student Activities Office staff members will assist in the proper implementation of these policies. Complaints and charges of violations will be investigated and, if substantiated, appropriate action will be taken.

It is possible for either individuals or organizations to be held responsible in the event these policies are violated. Violations may result in College disciplinary action and/or legal action through the courts. College disciplinary action may include the withdrawal of college recognition from offending organizations through a due process hearing.

NOTE: These policies apply to "Little Sis" groups, interest groups, pledges, associate member classes, and generally *any* activity associated with any student organization recognized by the College.

Each organization must file with the Student Activities Office by October 15 of each year a signed copy of the College Hazing Policy. If a copy is not filed by October 15, College disciplinary action may be taken.

APPENDIX C

STATEMENT ON DISRUPTIVE BEHAVIOR

The following is the policy of the Board of Regents regarding disruptive behavior in any institution of the University System. The rights, responsibilities and prohibitions contained in this Statement are incorporated as a part of these regulations.

The Board of Regents of the University System of Georgia reaffirms its policies to support fully freedom of expression by each member of the academic community and to preserve and protect the rights and freedom of its faculty members and students to engage in debate, decision, peaceful and non-disruptive protest and dissent. The following statement relates specifically to the problem described below. It does not change or in any way infringe upon the Board's existing policies and practices in support of freedom of expression and action. Rather, it is considered necessary to combat the ultimate effect of irresponsible disruptive and obstructive actions by students and faculty which tend to destroy academic freedom and the institutional structures through which it operates.

In recent years a new and serious problem has appeared on many college and university campuses in the nation. Some students, faculty members, and others have on occasion engaged in demonstrations, sit-ins and other activities that have clearly and deliberately interfered with the regular and orderly operation of the institution concerned. Typically, these actions have been the physical occupation of a building or campus area for a protracted period of time or the use or display of verbal or written obscenities involving indecent or disorderly conduct.

These actions have gone beyond all heretofore recognized bounds of meetings for discussion, persuasion, or even protest in that: (1) acquiescence to demands of the demonstrators is the condition for dispersal, and (2) the reasonable and written directions of institutional officials to disperse have been ignored. Such activities thus have become clearly recognizable as an action of force, operating outside all established channels on the campus, including that of intellectual debate and persuasion which are at the very heart of education.

The Board of Regents is deeply concerned by this new problem. Under the Constitution of the State of Georgia, under all applicable court rulings, and in keeping with the tradition of higher education in the United States, the Board is ultimately responsible for the orderly operation of the several institutions of the University System and the preservation of academic freedom in these institutions. The Board cannot and will not divert itself of this responsibility.

Of equal, or even greater importance, such action of force as has been described above destroys the very essence of higher education. This essence is found in the unhampered freedom to study, investigate, write, speak, and debate on any aspect or issue of life. This freedom, which reaches its full flowering on college and university campuses, is an essential part of American democracy, comparable to the jury system or the electoral process.

For these reasons and in order to respond directly and specifically to this new problem the Board of Regents stipulates that any student, faculty member, administrator, or employee, acting individually or in concert with others, who clearly obstructs or disrupts any teaching, research, administrative, disciplinary or public service activity, or any other activity authorized to be discharged or held on any campus of the University System of Georgia is considered by the Board to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in dismissal or termination of employment.

The Board reaffirms its belief that all segments of the academic community are under a strong obligation and have a mutual responsibility to protect the campus community from disorderly, disruptive, or obstructive actions which interfere with academic pursuits of teaching, learning, and other campus activities.

The Board of Regents understands that this policy is consistent with resolutions adopted by the American Association of University Professors in April, 1968, by the Association of American College in January, 1968, and by the Executive Committee of the Association for Higher Education in March, 1968, condemning actions taken to disrupt the operations of institutions of higher education.

APPENDIX D

PROCEDURES IN APPEALS ON GRADES

Educational institutions have the responsibility for evaluating students by standards and a grading system which is publicized and known to faculty and students. The responsibility for determining the grade of each student rests on the faculty member who has responsibility for teaching the course in which the student is enrolled. A grade originally assigned may be changed only with the consent of the faculty member responsible for the grade, unless the change is made for process reasons only.

A student who feels that the grade he/she received in the class is arbitrary or unfair is entitled to a hearing before an impartial committee of the faculty. However, before appealing to the Committee, the student should exhaust all administrative remedies through the department chairmen and appropriate deans. In order to guarantee procedural fairness to both the student and the faculty member involved, the following procedures shall govern such hearings:

1. The hearing committee shall be the Subcommittee on Academic Appeals of the Faculty Senate Committee on Academic Policies and Procedures. The Subcommittee shall be composed of those faculty members who constitute its regular membership. No member of the Committee who is otherwise interested in the particular case shall sit in judgment during the proceeding.
2. Both the student and faculty member shall be present during the hearings (except when the Committee deliberates for its decision). Each shall be given opportunity to present his/her case and to refute the case presented by the other.
3. The burden of proof of arbitrary or unfair grading rests on the student. The student should realize such a charge is a serious one and refrain from taking capricious action.
4. All matters upon which the decision will be based must be introduced during the proceedings before the Committee. The decision shall be based solely upon such matters.
5. Upon finding for the student, the Committee will in each instance attempt to counsel the faculty member to voluntarily redress the grievance. In the event such counseling is ineffective, the Committee may recommend disciplinary action against the faculty member to be taken by the appropriate administrative official.

APPENDIX E

PROCEDURES FOR APPEALS ON UNDERGRADUATE ADMISSION OR READMISSION

The admissions policy of West Georgia College is designed to admit those students who will have a reasonable chance of success and who seemingly will profit from the educational program of the College. A student is considered for admission without regard to race, creed, sex, or national origin. Admission requirements are those stated in the most current issue of the West Georgia College Bulletin.

Whenever an applicant for admission or readmission to the undergraduate school shall be denied admission or shall feel that his/her application has not been given due consideration, such applicant shall have the right to appeal in accordance with the following procedure: (Decisions on readmission are made by the Vice President and Dean of Faculties, who has the same responsibilities in readmission cases as does the Director of Admissions in new admissions cases.)

1. The applicant shall submit his/her appeal in writing to the Director of Admissions (Vice President). The applicant shall explain the reasons for his/her appeal and enumerate all factors, both personal and academic, which he/she considers to be relevant to the appeal. The Director of Admissions (Vice President) may:
   a. reopen consideration of the individual's application on the basis of the additional factors presented by the applicant; or
   b. refer the appeal to the Subcommittee on Academic Appeals of the Senate Committee on Academic Policies and Procedures, for recommendation regarding the case to the Director of Admissions (Vice President).
   The procedure in this instance is as follows:
   (1) The applicant shall be advised of his/her right to appear in person before the Committee;
   (2) The applicant appearing before the Committee shall have the right to be assisted by an advisor of his/her choice;
   (3) The Committee will review all facts and circumstances connected with the case. All matters upon which the decision will be based must be introduced during the proceedings before the Committee. The decision shall be based solely upon such matters.
2. Should the applicant be dissatisfied with the Director of Admissions' (Vice President's) decision regarding his/her appeal, he/she shall have the right to further appeal as specified in Section J-2, Appeals, of the Bylaws of the Board of Regents of the University System of Georgia. The procedure in this instance is as follows:
   a. Within five days of the decision by the Director of Admissions (Vice President), the applicant shall appeal in writing to the President of the College.
   b. In making his decision, the President shall refer to the appeals decision of the Subcommittee on Academic Appeals.
   c. After consideration of the Committee's report, the President shall within five days make a decision which shall be final so far as the College is concerned.
   d. Should the applicant be dissatisfied with the decision of the President, he/she shall have the right to appeal in writing to the Board of Regents. Such an appeal shall be submitted to the Executive Secretary of the Board within ten days after the President's decision and shall recite all reasons for dissatisfaction with the previous decision. The Board or a committee of the Board shall investigate the matter thoroughly and make its decision which shall be final and binding for all purposes.

APPENDIX F
ACADEMIC REQUIREMENTS FOR RECEIVING FINANCIAL AID

In order to remain eligible to receive financial aid at West Georgia College, students must meet the standards specified here for acceptable academic performance and for satisfactory progress toward the completion of their programs of study. The standards are established within the framework of applicable federal regulations specifically for the purpose of determining the eligibility of students to receive aid under any of the federally funded Title IV programs, including Pell Grant, National Direct Student Loan, Supplemental Educational Opportunities Grant, College Work-Study, Guaranteed Student Loan, and Georgia Incentive Grant programs.

A. *Staisfactory Academic Standing*—Policies governing the academic standing of students are defined in the *West Georgia College Undergraduate Catalog*. Students must meet the standards listed below in order to remain eligible to receive financial aid.
   1. Students in good standing may receive aid.
   2. Students who are placed on academic probation remain eligible to receive aid in the initial quarter of probationary enrollment but lose eligibility for aid in the next quarter if they fail to earn a (2.0) or better GPA in at least 10 hours of work in the initial quarter of probation.
   3. As long as students on academic probation continue to make satisfactory progress by earning a 2.0 GPA or better in at least 10 hours each quarter, they may continue to receive aid.
   4. Students who have lost their eligibility to receive aid under this provision for satisfactory academic standing may re-establish their eligibility for future awards only upon regaining the academic status of good standing.
   5. Under adverse, unusual circumstances beyond the student's control, exceptions to policies governing the academic standing of students may be made in order not to peanlize students unfairly.
   6. Students are reminded that the 10 hour minimum referred to here does not alter the normal requirements that they be enrolled in a specified number of hours in order to be eligible to receive designated funds. Normally, students must take a full course load of 12 or more hours to be eligible for full financial aid benefits.

B. *Developmental Studies*—The college offers a Developmental Studies Program through which selected students are required to enroll in from one to three developmental courses before becoming eligible to pursue a degree program. Developmental Studies students are normally allowed three quarters to complete successfully all program requirements. Academic standards for the Developmental Studies Program are printed in the *WGC Undergraduate Catalog*.
   1. Developmental Studies students may receive financial aid for up to three quarters in the Developmental Studies Program provided they meet the institution's requirements for making satisfactory progress in the program. Those who do not make satisfactory progress are dismissed.
   2. If, because of exceptional or extenuating circumstances and according to program guidelines, students are given one additional quarter to complete their Developmental Studies requirements, they may continue to receive aid this one additional quarter but will lose eligibility for aid in future quarters unless all program requirements have been met.
   3. Students who meet all Developmental Studies Program requirements are eligible for financial aid in their next quarter of enrollment porovided they meet the criteria given in the above section entitled "Satisfactory Academic Standing" as well as other applicable standards.

C. *Progress toward Program Completion*—Students receiving financial aid are expected to make satisfactory progress toward the completion of their program of study, and annually, before new awards are issued, their records are reviewed to assure that they meet the following provisions.
   1. Students must earn passing grades in at least 60% of all hours for which they register and receive financial aid during the year in order to remain eligible for aid during the next award period. Grades of *A, B, C, D, CP,* and *S* are considered passing; grades of *F, WF, I, U,* and *W* are considered unsatisfactory and are not passing for purposes of this review.
   2. Students who have lost eligibility for aid under this provision may re-establish their eligibility for future awards by passing at least 15 hours with a GPA of *C* (2.0) or better in one quarter.
   3. If students are forced to withdraw from courses or otherwise cannot satisfactorily complete a portion of their coursework because of extraordinary circumstances beyond their control, these factors may be considered mitigating circumstances in determing the student's continuing eligibility to receive aid. It is the student's responsibility to provide the Director of Financial Aid with a written explanation of such circumstances at the time of the occurrence or shortly thereafter.
   4. The Director of Financial Aid may at any time cancel the remainder of a student's award if he becomes aware that the student is not actively pursuing his coursework, is habitually withdrawing from a majority of classes before midterm, or is reported by professors for flagrant non-attendance of classes. Such students may re-establish eligibility to receive aid in future quarters by passing at least 15 hours with a GPA of *C* (2.0) or better in one quarter.

D. *Time Limit on Program Completion*— Students are expected to complete their programs of study within a reasonable period of time, and they may not receive financial aid after attempting the maximum number of hours indicated for their degree program. These limits, listed below, are exclusive of any required Developmental Studies courses and any prerequisite credit courses required by the student's academic department for admission to the degree program. Affected students will lose their eligibility for aid following the quarter in which they reach or exceed the maximum number of hours allowed.

Degree Program	Number of Attempted Hours After Which No Aid is Allowed
90-hour Associate Degree	115
101-hour Associate Degree (Nursing)	130
196-hour Bachelor's Degree	245
45-50-hour Master's Degree	60
60-61-hour Master's Degree	75
45-hour Specialist Degree	60

E. *Appeals*— Once the institution has determined that students are not meeting minimum academic standards or not making satisfactory progress according to its established guidelines, it cannot waive the requirement and disburse Title IV funds to the affected students.

1. Students who feel that they have been treated unfairly or that the College's policies have not been administered properly may, however, after attempting to settle their grievances with the Director of Financial Aid, appeal their cases in writing to the Dean of Student Services or his designee.
2. In all instances students are assured the rights of due process in the handling of their appeals.
3. The Dean or his designee may consider the case and render a decision or he may refer it to the standing Faculty Senate Committee on Student Services or to a subcommittee of that group for a recommended outcome in the case.
4. Should a student be dissatisfied with the decision received from the Dean of Student Services, the student may, within 10 days of the Dean's notification, appeal this decision in writing to the President of the College, who has final authority in all matters relating to the administration of the College. Policies of the Board of Regents of the University System of Georgia govern all matters of appeal from this point forward.

APPENDIX G
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Under the provisions of the Family Educational Rights and Privacy Act of 1974, each West Georgia College student (past or present) has the right of access to all educational information and data maintained on him/her by the institution.

I. A student has the right to "inspect and review" the following educational records in accordance with the limitations specified:

Record	Person to Contact
a. Admission record or Student File—except statements obtained before January 1, 1975, and except confidential statements obtained under the waiver of access right provision	Registrar (The Director of Admissions or the Dean of the Graduate School may interpret items pertaining to admission in the Student File)
b. Permanent Academic record (courses taken, grades received, credits awarded, degrees conferred and related information)	Registrar
c. Academic Advisement record (courses taken, grades received, and related information)	Faculty Advisor

d. Admission to Teacher Education record	Dean of the School of Education
e. Student Teaching record (placement information and evaluation)	Director of Student Teaching
f. Academic or administrative department record	Appropriate department chairperson or administrator
g. Discipline record	Assistant Dean of Student Services
h. Financial aid record—except confidential information or data submitted by parents	Director of Financial Aid
i. Placement record—except statements obtained before January 1, 1975, and except confidential statements obtained under the waiver of access rights provision	Director of Placement and Cooperative Education
j. Personal counseling record—may be reviewed only by another counselor, psychologist, psychiatrist, or therapist of the student's choice	Assistant Dean of Student Services for Student Development
k. Medical record—may be reviewed only by another physician of the student's choice	Director of Health Services
l. Fiancial record	Director of Fiscal Affairs

II. A student has ". . . the right to a response from the institution to reasonable requests for explanations or interpretations" on the content of a record. A request for explanation or interpretation should be made to the person occupying the position responsible for the record as indicated under Item 1.

III. A student has the right to "challenge the content" of an educational record (Item 1) in which "inaccurate, misleading or otherwise inappropriate data" is believed to be in violation of his/her privacy or other rights. The procecedure for challenging the content is to submit a request for a hearing to the Chairman of the Appeals Subcommittee of the Faculty Senate. The Appeals Subcommittee will recommend action to the Vice President.

IV. Educational records are disposed of in accordance with the Georgia Records Act. Further information may be obtained from the Office of the Dean of Student Services.

V. The educational records of a student are available to faculty and other college personnel who can demonstrate to the person in charge of the record that a legitimate need to know exists. For example, an academic advisor has access to the permanent academic record (Item 1) at any time during the enrollment of an advisee.

VI. The educational records of a student are not available to persons other than those who qualify under Item V and Federal agencies as authorized by law such as the Department of Health, Education, and Welfare, unless the student gives written permission for release of the record to a specific individual or agency.

VII. "Directory Information" about each student is made available to the general public by the College such as: name, address, telephone number, date and place of birth, classification, major, minor, dates of attendance, degrees and awards received, participation in officially recognized activities, weights and heights of members of athletic teams, and the most recent previous education agency or institution attended by the student.

VIII. "Directory Information" (part or all) will not be released to the general public if a student submits a written request to that effect to the Registrar. In a case where "directory information" is to be withheld from a publication, the request must be received in sufficient time to prevent delay in processing.

IX. Department of Public Safety records, employment records which are not related to an employee's status as an individual student, and personal records which are in sole possession of and not communicated to anyone other than the maker are not subject to the requirements of the Family Rights and Privacy Act of 1974.

X. Upon request a student will receive a copy of information and/or data contained in an educational record at actual cost per page normally 10 cents. The copy will be made by personnel in the office with the responsibility of keeping the record.

XI. The educational records of a student may be made available to parents of a student who have established that student's status as a dependent according to Internal Revenue Code of 1954, Section 152. In order to gain access to their dependent student's records, parents must execute a notarized affidavit, obtained from the Registrar, and may be required to furnish certified copies of their latest income tax return(s). The Registrar or other responsible college official will in each case make a reasonable attempt to notify the student of the disclosure.

XII. In the processing of discipline cases, college officials may feel they should contact the parents or guardian of a student accused of Conduct Code violations. In such cases, or when a student has been arrested, college officials will assume, unless they are notified to the contrary, that the student is a dependent according to the Internal Revenue Code of 1954, Section 152 and may at their discretion notify the parents or guardian of the disciplinary action or the arrest.

APPENDIX H
PROCEDURES FOR APPEALS
IN CASES OF ACADEMIC DISHONESTY

Traditionally educational institutions have established and maintained their academic environment by establishing high standards of scholarship and personal conduct for all members of the academic community. Corollary procedures are established to deal with those situations where these standards have been breached.* Our concern here is with cases involving alleged academic dishonesty (cheating, plagiarism, falsification of academic records).

It is assumed that most cases will be directly related to the classroom and an individual professor. It is further assumed that the professor will take appropriate corrective measures.** The purpose of the Subcommittee on Academic Appeals is to formally review student complaints about these corrective actions if no satisfaction is realized through normal administrative appeal procedures (department chairman, dean of school, Dean of Faculties).

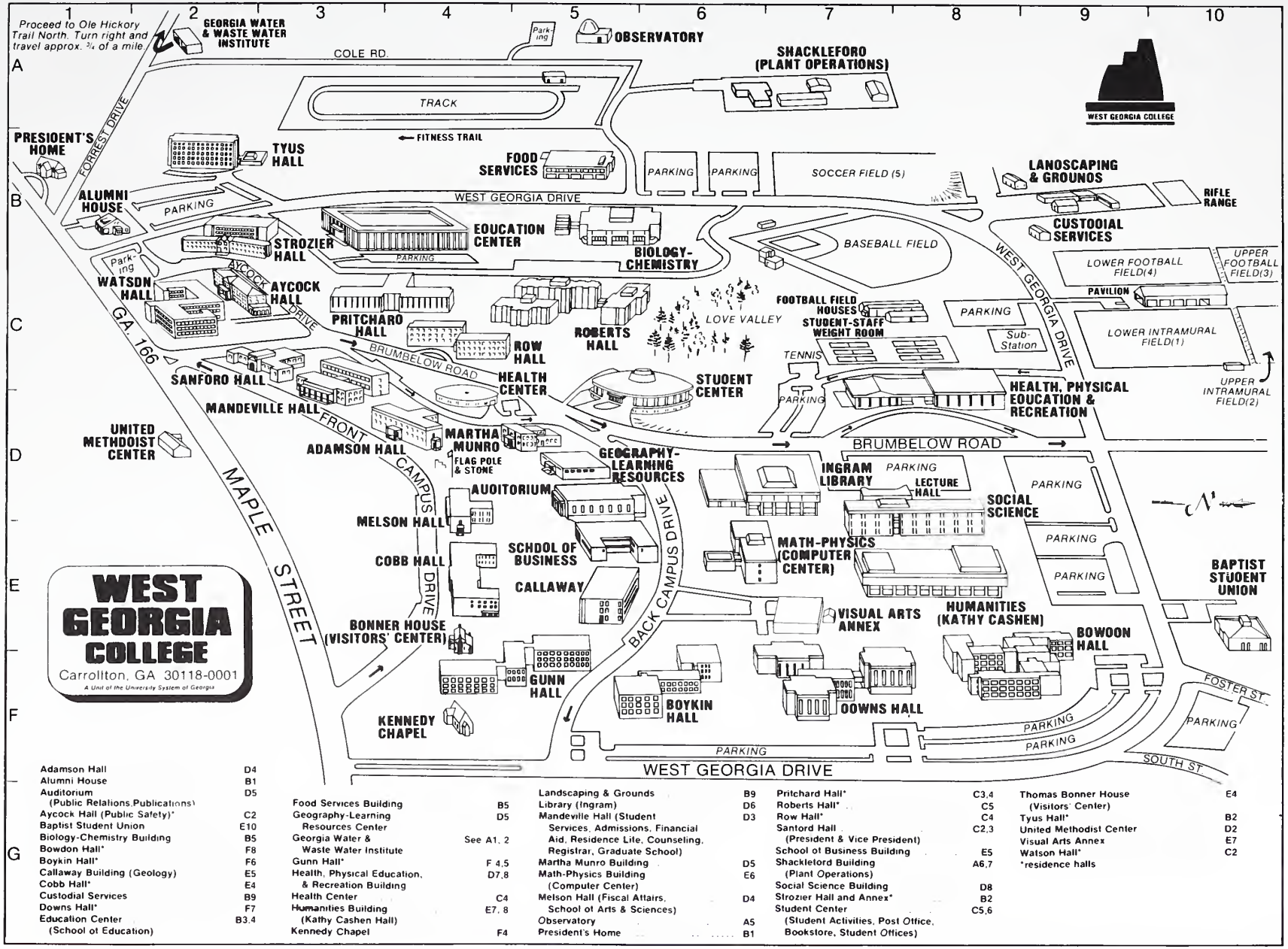
In order to guarantee fairness and proper procedural safeguards for all concerned, the committee shall be guided by the following procedures when reviewing an appeals case:

1. The hearing committee shall be the Subcommittee on Academic Appeals of the Faculty Senate Committee on Academic Policies and Procedures. No member of the Committee who is otherwise interested in the particular case shall sit in judgment during the proceeding.
2. The Committee will hear the case only if the student has exhausted all administrative remedies through department chairmen, appropriate school dean, and Dean of Faculties.
3. The student shall be given written advanced notification of the time and the place of hearing.
4. The student appearing before the Committee shall have the right to be assisted by an advisor of his/her choice.
5. The burden of proof shall rest upon the officials or faculty member who originated the action against the student.
6. The student shall have the opportunity to testify and to present evidence and witnesses in his/her behalf. He/she shall have an opportunity to hear and question adverse witnesses. In no case shall the Committee consider statements against him/her unless he/she has been advised of their content and the names of those who made them, and unless he/she has been given an opportunity to rebut unfavorable inferences which might otherwise be drawn.
7. All matters upon which the decision will be based must be introduced into evidence at the proceeding before the Committee. The decision shall be based soley upon such matters.
8. In the absence of a transcript, a tape recording of the hearing shall be made. The department or office originating the case shall provide tapes for the recording.
9. The decision and recommendation(s) of the Committee will be submitted in writing to the Dean of Faculties.

*See the *Student Conduct Code*, "Article I. Academic Dishonesty."

**If preferred, the professor may refer the case in writing to the Office of the Dean of Student Services for processing through the discipline system of the College, in which case a decision regarding the matter will be rendered through the discipline system, and the appeal procedures specified in the College's "Disciplinary Procedures" will apply.

NOTES



Adamson Hall	D4	Food Services Building	B5	Landscaping & Grounds	B9	Pritchard Hall*	C3,4	Thomas Bonner House (Visitors' Center)	E4
Alumni House	B1	Library (Ingram)	D6	Roberts Hall*	C5	Tyus Hall*	B2
Auditorium (Public Relations,Publications)	D5	Geography-Learning Resources Center	D5	Mandeville Hall (Student Services, Admissions, Financial Aid, Residence Life, Counseling, Registrar, Graduate School)	D3	Row Hall*	C4	United Methodist Center	D2
						Sanford Hall (President & Vice President)	C2,3	Visual Arts Annex	E7
Aycock Hall (Public Safety)*	C2	Georgia Water & Waste Water Institute	See A1, 2			School of Business Building	E5	Watson Hall*	C2
Baptist Student Union	E10	Gunn Hall*	F 4,5	Martha Munro Building	D5	Shackleford Building (Plant Operations)	A6,7	*residence halls	
Biology-Chemistry Building	B5	Health, Physical Education, & Recreation Building	D7,8	Math-Physics Building (Computer Center)	E6		
Bowdon Hall*	F8			Melson Hall (Fiscal Affairs, School of Arts & Sciences)	D4	Social Science Building	D8
Boykin Hall*	F6	Health Center	C4			Strozier Hall and Annex*	B2
Callaway Building (Geology)	E5	Humanities Building (Kathy Cashen Hall)	E7, 8	Observatory	A5	Student Center (Student Activities, Post Office, Bookstore, Student Offices)	C5,6
Cobb Hall*	E4			President's Home	B1		
Custodial Services	B9	Kennedy Chapel	F4				
Downs Hall*	F7						
Education Center (School of Education)	B3,4						